

Fall 1961

1961-1962 Xavier University Evening Division Bulletin Course Catalog

Xavier University, Cincinnati, OH

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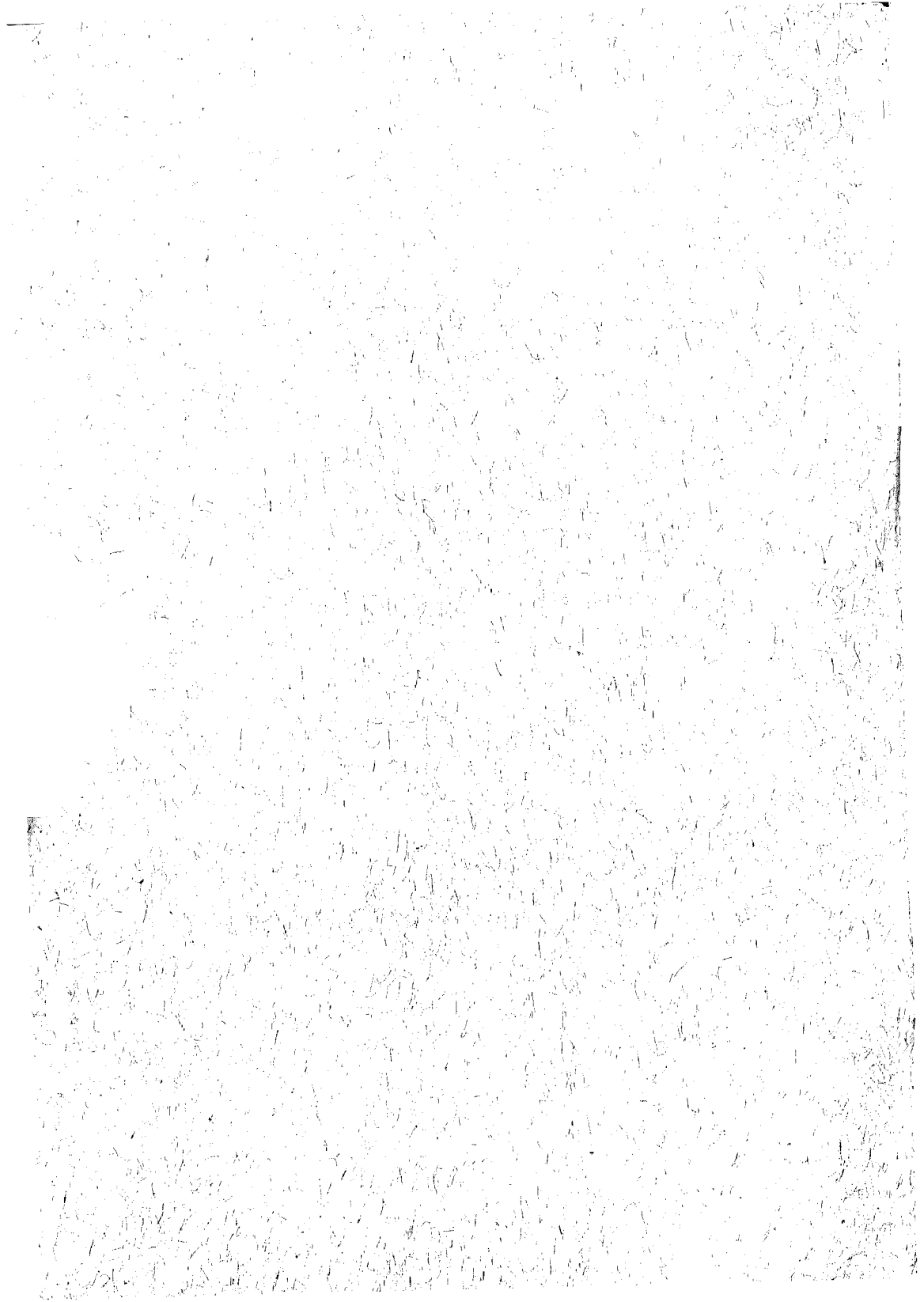
**EVENING DIVISION
BULLETIN**

1961-1962

ALL COURSES OPEN TO MEN AND WOMEN

XAVIER UNIVERSITY

CINCINNATI 7, OHIO





XAVIER UNIVERSITY

OPERATED BY THE JESUIT FATHERS

Ad Majorem Dei Gloriam



The Evening Division

ANNOUNCEMENTS FOR 1961-1962

Victory Parkway

Cincinnati 7, Ohio

SCHEDULE OF FIRST SEMESTER COURSES

1961 - 1962

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
Classes starting at 6:30	Classes starting at 7:00	Classes starting at 7:00	Classes starting at 6:30
Principles of Economics	Introductory Accounting	Introductory Accounting	Business English
Christian Theory of Economics	Intermediate Accounting	Taxation	Principles of Advertising
Business English	Advanced Accounting Problems	Labor Economics	World Literature
Principles of Salesmanship	Money and Banking	Principles of Purchasing	Principles of Communication
Radio-TV Script Writing	Personnel Management	Business Organization and Management	General Psychology
General Psychology	English Composition	English Composition	History and Systems of Psychology
Christ in His Church	Shakespeare: Tragedies and Tragi-Comedies	Survey of English Literature	Christ in the Gospels
Classes starting at 7:00	Public Speaking	Europe to 1500	Classes starting at 7:00
Economic Geography	College Algebra	Nineteenth Century Europe	Introductory Accounting
Acting Technique	Differential Equations	Virgil: Aeneid	Industrial Accounting
Formative Years of the Republic	Elementary French	Intermediate Algebra	C. P. A. Review
Intermediate French	Intermediate German	Calculus and Geometry I	Principles of Marketing
Advanced German Oral and Written Composition	Intermediate Spanish	Operations Research I	Studies in Modern Prose
Elementary Russian	Logic	Intermediate Russian	Directing
Philosophical Psychology	History of Modern Philosophy	Elementary Spanish	Elementary German
The Biological World and Man	Abnormal Psychology	Logic	Advanced Russian Readings and Conversation
Classes starting at 8:20		Principles of Ethics	Metaphysics
Principles of Economics	SATURDAY MORNING CLASSES		Classes starting at 8:20
Business Law—Agency	Starts At		Business Law—Contracts
Principles of Speech	Business Law—Contracts	Business Statistics	Principles of Speech
Radio-TV Announcing	Marriage 8:55	Modern Drama 10:45	News Writing
Theory of Knowledge	Child Psychology 10:00	History of American Political Parties 10:45	Theory of Knowledge
General Psychology	Psychology of Delinquency 10:00	Psychological and Achievement Tests 11:30	General Psychology
Christ in the Gospels	Auditing 10:45		The Family
Protestant Churches in the U. S.	Systems, Methods and Procedures 10:45		

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Academic Year

1961

JULY						
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Evening Division Calendar

1961

First Semester

SEPTEMBER 11 THROUGH 16.....	{ Registration for the first semester; Daily. Noon to 3 P.M. and 6 to 8:30 P.M.; Satur- day, 10 A.M. to 1 P.M.
SEPTEMBER 18 (MONDAY).....	Instruction begins.
SEPTEMBER 25 THROUGH 30.....	{ Final week for late registration. Registra- tion must be affected before the second meeting of any course.
OCTOBER 19.....	Subjects for Seniors' theses approved.
NOVEMBER 15.....	Mid-semester grades due.
NOVEMBER 22, 23, 24.....	Thanksgiving holidays.
DECEMBER 16.....	Christmas recess begins.

1962

JANUARY 3.....	Classes resume.
JANUARY 22.....	Semester examinations begin.

Second Semester

JANUARY 31, FEBRUARY 1, 2.....	{ Registration for the second semester; Hours Noon to 3 P.M. and 6 to 8:30 P.M.
FEBRUARY 3 (SATURDAY).....	{ Registration for the second semester; Hours 10 A.M. to 1 P.M.
FEBRUARY 5 (MONDAY).....	Instruction begins
FEBRUARY 12 THROUGH 17.....	{ Final week for late registration. Registra- tion must be effected before the second meeting of any course.
MARCH 31.....	Mid-semester grades due.
APRIL 18 THROUGH APRIL 24.....	{ Easter recess.
APRIL 25.....	Classes resume.
MAY 5.....	Comprehensive Examinations.
MAY 21.....	Semester examinations begin.
JUNE 6.....	{ Commencement exercises; end of second semester.

Evening Division Administration

PAUL L. O'CONNOR, S.J., M.A., S.T.L.....	President
RICHARD T. DETERS, S.J., LITT.B., A.M., S.T.L.....	Dean

Evening Division Faculty

ROBERT ALBANESE, M.B.A.....	Business Administration
CHARLES J. AUSTIN, B.S.....	Mathematics
JAMES A. BECKER, A.B., M.A., PH.D.....	Psychology
WALTER F. BEHLER, B.S. IN B.A., C.P.A.....	Accounting
ROBERT G. BENKERT, A.B., M.ED.....	English
CLIFFORD S. BESSE, S.J., A.B., PH.D.....	Economics
VYTAUTAS J. BIELIAUSKAS, A.B., M.A., PH.D.....	Psychology
JOSEPH E. BOURGEOIS, A.B., A.M., PH.D.....	French
PAUL L. BURKHART, B.S.C.....	Accounting
CHARLES BURRIDGE.....	Business Administration
DONALD R. BYRNE, A.B., LL.B., LL.M.....	English
OWEN J. CARROLL, M.A., L.P.H., D.PH., S.T.B.....	Philosophy
WALTER J. CLARKE, M.A., ED.D.....	Psychology
CHARLES J. CUSICK, B.S., M.S.....	Biology
EDWARD A. DOERING, A.B., LL.B., LL.M., S.J.D.....	English
LAWRENCE I. DONNELLY, A.B., M.B.A.....	Economics
JOSEPH P. EBACHER, A.B., M.A.....	French
DOMINIC FARRELL.....	Business Administration
JEROME F. FATORA, A.B., LL.B., M.A.....	Business Administration
LOUIS A. FELDHAUS, A.B., A.M.....	English
JOHN FINUCAN, C.P.A., B.S.C.....	Accounting
GEORGE P. FLAMM.....	Business Administration
THOMAS J. FOLEY, S.J., LITT.B., M.A., S.T.L.....	Theology
LEONARD C. GARTNER, A.B., LL.B.....	English, Speech
BERNARD A. GENDREAU, M.A., L.P.H., M.M.S., PH.D.....	Philosophy

EDWARD J. GOODMAN, A.B., M.A., PH.D.	History
JOHN G. GRUNENFELDER, B.E.E., M.A., M.S.	Philosophy
THOMAS J. HAILSTONES, PH.D.	Economics
CECIL HALE, B.F.A., M.ED.	Communication
IGNATIUS A. HAMEL, A.B., M.A., PH.D.	Psychology
PAUL W. HARKINS, A.B., M.A., PH.L., PH.D., LL.D.	Classics
GERALD E. HARRIMAN, B.S., M.A., PH.D.	Business Administration
ROBERT H. HELMES, B.S., M.A.	English
PAUL A. HILLEN, B.S.B.A., M.B.A.	Economics
VINCENT C. HERRIGAN, S.J., PH.L., M.A., S.T.L.	Theology
MARK F. HURTUBISE, S.J., LITT.B., M.A., S.T.L.	Theology
OTTO A. KVAPIL, B.S., M.A.	Dramatics
GLEN A. LAGRANGE, A.B., M.A.	Psychology
RAYMOND J. LEISNER, B.S.B.A., C.P.A.	Accounting
JOSEPH F. LINK, JR., M.ED., D.SC. (HON.), D.ED.	Economics
RAYMOND C. LLOYD, B.B.A., M.B.A.	Accounting
DAVID F. MCCARTHY, S.J., A.B., M.A., S.T.B.	Theology
JOHN T. MCANAW, A.B.	Mathematics
JACK C. MCELROY, A.B., M.A.	Psychology
THOMAS J. MAGNER, A.B., M.A.	Philosophy
HARRY R. MALY, B.S.B.A., C.P.A., M.B.A.	Accounting
BERNARD L. MARTIN, A.B., M.A., M.B.A.	Business Administration
ALVIN C. MARRERO, A.B., M.A., CAND.PH.D.	Philosophy
JOHN G. MAUPIN, B.S.ED., A.M.	Communication
LEO H. MEIROSE, A.B., M.S.	Spanish
JOHN L. MUETHING, A.B., LL.B.	Business Administration
ROBERT J. MURRAY, A.B., M.A., PH.D.	Classics
FRANK NIEMAN, H.A.B., M.A.	Philosophy
ROBERT L. OTTO, A.B.	Communication
RUDOLPH A. PRICKRIL, S.J., LITT.B., S.T.B.	Sociology
PAUL J. RIESELMAN, PH.B.	German
CHARLES E. RONAN, S.J., A.B., M.A., PH.D.	History
GEORGE L. SCHLEGEL, C.P.A.	Accounting

CLEMENT J. SCHUCK, B.S.	Business Administration
HOWARD G. SCHULTZ, B.S.B.A., M.A., PH.D.	Business Administration
ALFRED E. SCHWIND, S.J., M.A.	Theology
LAWRENCE W. SELZER, B.S.C.	Accounting
JOSEPH H. SETTELMAYER, LL.B.	Business Administration
THOMAS M. SHIELDS, S.J., S.T.L., M.A.	Sociology
WILLIAM E. SMITH, B.S.B.A., M.B.A.	Accounting
JOHN F. TAFURI, B.S., M.S., PH.D.	Biology
A. RAYMOND TILTON, B.S.C., M.ED.	Accounting
HARKER E. TRACY, S.J., A.B., S.T.B.	Philosophy
MATIAS G. VEGA, PH.D.	Spanish
ARTHUR W. VOLCK, A.B.	Business Administration
GEORGE E. VON KAENEL, S.J., M.A., S.T.L.	Theology
THOMAS G. WACK, B.A., M.A., CAND., PH.D.	English
RUSSELL J. WALKER, B.B.A., M.A., C.P.A.	Accounting
KARL P. WENTERSDORF, M.A., PH.D.	English
JOHN J. WHEALEN, B.S., PH.D.	History
GEORGE A. WING, B.S.B.A.	Business Administration
OLEG ZINAM, B.S., M.B.A.	Russian

General Information

History. Xavier University Evening Division, formerly known as the School of Commerce of St. Xavier College, was opened in October, 1911, for young men who realize that scientific training is the best equipment for success in modern business. Non-Catholics as well as Catholics were admitted to the classes from the very beginning of the school.

A department of Journalism was organized in 1913, of Advertising in 1914, of Sociology in 1918. Shortly after, these departments were incorporated into the Department of Commerce and Finance, and the Department of Liberal Arts. The Department of Liberal Arts has grown steadily, approximating in courses and student enrollment the Department of Commerce and Finance.

The absence of an evening college where women might receive a cultural or business education induced the authorities to admit women to all courses in the Evening Division. For the past two decades women students have represented an average of forty per cent of the entire enrollment.

The Evening Division is an integral part of the University. The standards of academic achievement are equivalent in method, character, and credit value to those of the day session.

Courses in business are taught by men of wide business experience and broad university training. The Liberal Arts courses and instructors are, with few exceptions, the same as for the day session. Business, professional, technical, literary, and cultural training are integrated in a well-balanced program of general education in harmony with the Catholic philosophy of life.

Location. From 1911-1919, Xavier Evening Division shared the college quarters at Seventh and Sycamore Streets, and after the removal of the Day College to Avondale, the evening classes continued in session at Seventh and Sycamore. The St. Xavier Commercial School Building at 520 Sycamore Street was the site of the Evening Division operation during the years 1935-1960. The Evening Division rejoined the Day Division on the Avondale Campus in the summer of 1960.

General Objectives. As a Catholic and Jesuit institution, Xavier University adheres to the definite philosophy embodied in the Encyclical of Pius XI "On Christian Education of Youth" (1919): "... Christian education takes in the whole aggregate of human life, physical and spiritual, intellectual and moral, individual, domestic, and social, not with a view of reducing it in any way, but in order to elevate, regulate, and perfect it. ..."

System of Education. Xavier University is one of a group of twenty-seven Jesuit colleges and universities in the United States. From the Jesuit Order the University has received a rich heritage of four centuries of educa-

tional experience together with an educational system which is truly psychological, philosophically sound, and sufficiently elastic to make allowances for the widely varying circumstances of time and place. To all that is most valuable in older learning is added what is really worthwhile of modern educational subjects and techniques.

Accreditation. The University is accredited by the North Central Association of Colleges and Secondary Schools as a degree-granting institution, and is approved by the Department of Education of the State of Ohio, by the Board of Regents of the University of the State of New York, and by the University of Illinois.

Memberships. To stimulate active interest in matters educational and to afford both faculty and students the value of recent research, the University maintains membership in the following educational and learned organizations:

- The Jesuit Educational Association
- The National Catholic Educational Association
- The North Central Association of Colleges and Secondary Schools
- The American Association of Collegiate Registrars
- The American Catholic Historical Society of Philadelphia
- The American Catholic Philosophical Association
- The American College Public Relations Association
- The American Council on Education
- The American Historical Association
- The American Library Association
- The Association of American Colleges
- The Association of Ohio College Registrars
- The Association of University Evening Colleges
- The Association of Urban Universities
- The Catholic Library Association
- The Mid-West Conference on Graduate Study and Research
- The Mississippi Valley Historical Association
- The National Conference of Church-Related Colleges
- The National Education Association
- The Ohio College Association
- The United States Catholic Historical Society
- The United States Field Artillery Association

The University is represented in many other associations and societies through the individual memberships of its faculty.

Purpose of the Evening College. The Evening College of Xavier University conducts a large number of university courses in the Department of Liberal Arts and in the Department of Business Administration. These courses have been arranged especially for men and women who are engaged during the day, who experience the need of additional education, and who wish to devote one or more evenings a week to the study of particular subjects of interest.

Objectives of the Department of Liberal Arts. The Department of Liberal Arts aims to produce educated Christian men and women of character, who think straight, vigorously and independently in the light of a consistent philosophy of life that sees life whole; who express themselves in oral and written speech clearly, effectively and securely; who adopt a scientific attitude of mind toward the problems of their environment with a view to controlling them for their own well-being and that of their fellow men; who understand why they must be moral, understand the religion they profess, and in accordance with that profession act uprightly and finely in their relations to God, their fellow men, and themselves. The Department of Liberal Arts has a threefold purpose:

1. To offer opportunities to high school graduates to begin or complete required and elective subjects towards degrees.
2. To provide high school graduates with opportunities to fulfill pre-legal requirements.
3. To present fields of study to persons interested in cultural subjects.

Objectives of the Department of Business Administration. The Department of Business Administration, like the Department of Liberal Arts, aims first at producing men and women of Christian education and character. Specifically, it provides the scientific training which is essential to success in modern business. Through a progressive system of courses it offers not only a formal education in this field, but also a wide range of practical suggestions which have been drawn from the accumulated experience of successful business minds. The Department of Business Administration has a fivefold purpose:

1. To provide those who are able and qualified with four year programs of study leading to certificates in various specialized fields.
2. To provide those who are able and qualified with a longer program of study leading to the Degree of Bachelor of Science in Business Administration.
3. To offer to special students particular courses which they may desire either for general knowledge of the workings of business or for aid in the work in which they are employed.

4. To offer specialized training in the field of accounting for those who desire to enter the accounting profession and who wish to take the C.P.A. examination.
5. To offer other courses and programs which commercial, industrial, social, civic, and educational needs may dictate.

Types of Courses. Three types of courses are available to students in Xavier University Evening College:

1. For the majority of its students of business, the Evening Division strongly recommends the progressive programs, certificate (4 years), and degree (6 years or longer). These programs require attendance at least two nights a week. The certificate programs, while complete, are fundamental and in most cases, credits earned may be applied to the Bachelor of Science in Business Administration degree program.
2. For the majority of students electing cultural courses, the progressive program leading to the Bachelor of Arts or Bachelor of Science degree is recommended.
3. Students of sufficient maturity, experience, and previous education may take any individual subject. These subjects are given in classes which meet one or two evenings a week for a half year or a full year

Awards. *The XILES Scholarship Award* (First Prize \$50.00) is awarded to the Freshman or Sophomore student who attains the highest scholastic average in a degree or certificate program.

The XILES Scholarship Award (Second Prize \$25.00) is awarded to the Freshman or Sophomore student who attains the second highest scholastic average in a degree or certificate program.

The J. D. Cloud Accounting Award. This prize of \$100.00 is awarded to the student of the Evening College in the Senior Accounting Class attaining the highest average for his third and fourth years' work.

The Xavier University Alumnae Association Scholarship Award. This award of \$50.00 applicable toward tuition, is presented to the alumnae member in good standing enrolled in a certificate or degree program whose average for the year is highest.

The Accounting Award of the Cincinnati Chapter, American Society of Women Accountants. This award of \$25.00 is granted to a woman student in the Evening College for excellence in the study of Accounting.

The Cincinnati Industrial Advertisers Award. A \$50.00 savings bond will be awarded to the student conceiving and designing the best advertising campaign at the Evening College.

The Cincinnati Chapter, National Association of Accountants Manuscript Writing Awards. These awards of \$25, \$15, and \$10 are granted

students submitting the best manuscripts on subjects of working interest to the accountant in industry.

School Organizations. Xavier University Evening Division has provided several forms of student activities and organizations for the purpose of promoting religious, social, academic, and cultural relations among the student body. All student organizations are under the supervision of the Dean and the Assistant Dean. The University reserves the right to moderate, or discontinue, any student activity or organization.

The XILES (Xavier Independent League of Evening Students). All students interested in the social functions of the Evening Division are invited to participate actively in this organization. All social and extra-curricular activities of the Evening College are under the direction of this group. A year-round program of parties, dances, picnics, hobby clubs, etc., gives satisfying outlets to the varying social interests of the student body.

The Family Relations Club of the Catholic Colleges of Greater Cincinnati has a dual purpose: (1) to develop and strengthen in the members the right and wholesome attitude toward Christian marriage and family life, and further a true appreciation of the dignity and beauty of the Christian home, as well as the privilege of duties and obligations involved; (2) to offer the community a clear interpretation of the Catholic position on marriage and the family, and an authoritative refutation of erroneous views relative thereto. Student and guest speakers participate in the regular monthly meetings. The apostolic work of the club is carried out by utilizing "a work shop technique" in four committees on the following activities: public speaking, radio and television presentations, writing, research, surveys, arranging pre-Cana conferences for engaged couples, and sponsoring Christian recreation in the home, school, and parish. Members are trained in these various works by experts in these fields.

The Masque Society of Xavier University stages plays during the academic year, and affords its members an opportunity to take part in phases of play production—acting, directing, stagecraft, lighting, and scenic design.

The Society for the Advancement of Management. The University Chapter prepares Xavier men for business careers through seminars, conferences, and management development programs.

The Xavier Accounting Society, organized in 1947, has as its prime objectives the broadening of knowledge and the deepening of the interest of its members in the field of accounting; the promotion of mutual helpfulness and the fostering of fellowship in the pursuit of this worthy aim. Monthly meetings are devoted to papers, discussions and lectures. The guest speakers are outstanding professional accountants and business executives. Accounting students are eligible to membership.

The Xavier University Alumnae Association. Any woman student who has acquired 30 or more credits in residence is eligible for membership. The group was founded in 1926 and is affiliated with the International Federation of Catholic Alumnae.

Night Side of the News. Evening Division students who are interested in journalistic pursuits and creative writing are invited to join the news staff of the *Night Side of the News* which maintains one page of the *Xavier University News*. Besides the actual reporting and news writing, the staff also participates in the various social functions of the *Xavier University News* staff.

Xavier Television Program. Xavier Television Program "Xavier Presents," a student-produced radio show begun in 1946, has been revised for television and is now presented weekly over Cincinnati's WCPO-TV station. The show is completely produced by the students who plan the production, write the scripts, recruit the talent, conduct rehearsals, and participate as announcers, actors, and performers. Guest performers are presented each week from the colleges and universities in the tristate area.

Placement and Guidance Service. The University operates a Guidance and Placement Center to assist the students in their educational, vocational and occupational plans.

The Guidance Service assists the student to know himself. It will aid him in learning his qualifications, strengths and limitations. Through a series of tests a study is made of his interests, aptitudes, abilities and personality traits. These together with a knowledge of his background and training will afford the counselor an appraisal of the student. Through personal interviews recommendations will be made so that the student may choose his life's work more intelligently and more in accord with his personality. *A fee is charged for this service.*

The Placement Service is maintained to assist the student in finding suitable employment in accordance with his training. This service has available occupational material. It makes contact with companies and alumni and arranges for company representatives to confer with the student. The Service also aids as much as possible in part-time employment. *There is no charge for this service.*

General Administration

Admission. Because the Evening Division is intended to serve the educational needs and interests of persons who are occupied in business or other pursuits during the day, the requirements for admission to the evening classes have been given a degree of flexibility. Accordingly, an applicant for the evening classes may establish his eligibility either by graduation from a formal high school course, by examination, or by the attainment of sufficient maturity and experience to enable him to follow an evening course with profit.

Evening students who wish to extend their studies beyond the four-year evening curricula, in order to fulfill the requirements of Bachelors' Degrees must, in every case, satisfy the entrance requirements stated *below*.

Admission to Certificate Programs.

Those who wish to enter the certificate programs must submit a certificate of graduation from high school with an official record of at least 15 units of satisfactory work. Those who have not completed these units may be admitted as *Certificate Students* if they pass with a satisfactory grade those examinations prescribed by the University.

If the student wishes to receive credit for even the first semester of a Certificate Program, he must submit this record of high school work, or must pass the prescribed examinations *before* he enters the Certificate Program.

Those who have completed a Certificate Program are not *ipso facto* eligible for admission to a Degree Program.

Admission to Degree Programs.

1. *Graduates of Accredited High Schools.* The usual method of admission for high school graduates is by certificate of graduation from an accredited high school together with an official record of units and an official recommendation from the principal. A unit is the equivalent of a subject extending through a school year of thirty-six weeks with five recitations per week. A minimum of fifteen units is required.

a. The following units are required of all applicants for admission:

<i>Subjects</i>	<i>Units</i>	<i>Subjects</i>	<i>Units</i>
English	3	History	1
Mathematics	1	Natural Science	1
Foreign Language (modern or classical)			2

An applicant who does not present two units of credit in a foreign language (modern or classical) may offer as a substitute two units of either history and/or natural science.

b. At least 11 of the 15 units must be offered from the following non-vocational (or college preparatory) subjects. Not more than 4 units in any one subject will be accepted.

<i>Subjects</i>	<i>Units</i>	<i>Subjects</i>	<i>Units</i>
English or Speech.....	1	German.....	1-4
Civics.....	$\frac{1}{2}$ -1	Spanish.....	1-4
Economics.....	$\frac{1}{2}$	History.....	1-3
Latin.....	1-4	Mathematics.....	1-3
Greek.....	1-4	Natural Sciences.....	1-3
French.....	1-4	Social Studies.....	1-3

c. Not more than 4 units will be accepted from the following vocational subjects:

<i>Subjects</i>	<i>Units</i>	<i>Subjects</i>	<i>Units</i>
Business Law.....	$\frac{1}{2}$	Shorthand and Typing.....	1-2
Commercial Geography.....	$\frac{1}{2}$	Music.....	1-2
Bookkeeping.....	1	Drawing.....	1-2
		Manual Arts.....	1-2

d. Applicants who do not meet the qualifications outlined above may, under special circumstances, be admitted at the discretion of the Committee on Admissions.

2. *Mature students who are not high school graduates*, may be admitted to the Degree Program by examination. The examination given during the fifth week of class includes various tests which will determine whether such applicants have the ability to do satisfactory college work. All applicants admitted by examination will be admitted on probation. The probation period will continue for at least one semester.

Admission to Special Evening Courses. Although the school usually recommends a complete curriculum, students who possess sufficient maturity, experience and educational foundation are permitted to take certain individual courses without following a complete curriculum.

Admission with Advanced Standing. Evening students who have satisfactorily completed college work in other recognized colleges or universities will be given credit for such work to the extent that it satisfies the requirements of a curriculum in the Evening Division of Xavier University.

Admission - Veterans. Veterans who wish to enter college or return to interrupted college work should, as soon as possible after discharge, apply to the Veterans Administration for a certificate of eligibility which is the

official form designating the amount of schooling to which a veteran is entitled under the G.I. Bill of Rights. The Veterans Administration Regional Office for the Cincinnati area is located at 209 East Sixth Street, Cincinnati, Ohio. Veterans who live in other cities should make application to the V.A. Office nearest their homes. Applications must be accompanied by original or photostatic copies of discharge papers.

Korean veterans are cautioned to select their programs of study with the utmost care since only one change of program is allowed, except under special conditions determined by the Veterans Administration.

Readmission. Readmitted students who have been absent for more than two years are subject to the curricular requirements in force at the time of their readmission. If a student has attended another school since his withdrawal from the Evening Division of Xavier University, a record of that work must be submitted before readmission.

Veterans who apply for readmission, however, may qualify for degrees and certificates under requirements in force at the time of their departure from the Evening Division for military service, depending upon their classification at the time of their entrance in the service.

Registration. Fixed dates in each semester are reserved for registration and are to be found in the academic calendar on page 7 of this catalog.

College Year. The college year usually begins the third week in September and ends the fourth week of May. It is divided into two semesters. There is a Christmas and an Easter recess. Classes are not usually held on legal holidays nor on the more solemn religious festivals of the Catholic Church.

Time of Classes. Classes are held on Monday, Tuesday, Wednesday, and Thursday from 6:30 to 8:10; 7:00 to 9:30; and 8:20 to 10:00.

Unit of Instruction—Credit Hour. A unit of instruction is one class hour a week for one semester. The unit is called a *credit hour* and is the measure of work in the Evening Division. A weekly two-hour period of laboratory work is considered equivalent to one credit hour.

Grading System and Reports. At the middle and the end of each semester the student receives an estimate of the quality of his work in each of the courses which he has pursued. This estimate is based upon the combined results of examinations and class work, and is expressed by the following symbols:

A—Exceptional. Indicates not only high achievement but also an unusual degree of intellectual initiative.

B—Good. Indicates attainment above the average.

C—Average. Indicates the normal attainment for the average student.

D—Inferior. Indicates passing work but below the normal attainment.

F—Failure.

FA—Failure because of excessive absences.

I—Incomplete; grade withheld pending fulfillment of assignment.

W—Withdrawal (approved).

WP—Withdrew passing.

WF—Withdrew failing.

X—Absent from examination.

Quality Points. A candidate for a bachelor's degree must earn not only the number of credit hours (120) required for the bachelor's degree, but his work must also possess a certain excellence which is measured by *quality points*.

The number of quality points is determined partly by the grade received and partly by the number of credit hours attached to the course. Quality-point averages, however, are determined on the basis of hours attempted, not merely passed, and quality points earned. The grade points are as follows:

A—Four points per credit hour

C—Two points per credit hour

B—Three points per credit hour

D—One point per credit hour

The number of quality points which will be received for any course is the number of points attached to the grade received multiplied by the number of credit hours attached to the course. The scholastic standing of the student at the end of any semester is the ratio of the total number of quality points received to the total number of credit hours carried in that semester.

Student Classification. Students are classified as *Sophomores* who have at least twenty credit hours and forty quality points; *Pre-Juniors*, who have forty credit hours and eighty quality points; *Juniors*, who have sixty credit hours and one hundred and twenty quality points; *Pre-Seniors*, who have eighty credit hours and one hundred and sixty quality points; *Seniors*, who have one hundred credit hours and two hundred quality points. The Freshman, Sophomore and Pre-Junior years are grouped as lower division years; Junior, Pre-Senior and Senior as upper division years.

Students are also classified as *Degree Students*, if they are working for a degree; *Certificate Students* if they are working for a certificate; *Special Students*, if they are taking one or more courses for credit without reference to a program; *Auditors*, if they do not elect to fulfill scholastic requirements for academic credit. Classification change to *Auditor* is not permitted after mid-semester.

Major. The major will ordinarily consist of a minimum of eighteen credit hours of *upper division* work completed with an average of C in one

department. This work will suppose the completion of required courses of *lower division* work (C average) in the department of the major.

In the departments of classical and modern languages *lower division* work is not satisfied by beginning courses or their equivalent.

Minor. The minor will ordinarily consist of a minimum of twelve credit hours of *upper division* work in another department approved by the student's adviser and completed with an average of C. This work will suppose the completion of required courses of *lower division* work (C average) in the department of the minor.

Attendance.

1. To secure credit in any course in which he is registered, the student is required to attend classroom exercises *regularly* and *promptly*. Absences due to late registration, or to a change in course even at the recommendation of the office, date from the day of opening announced in the calendar.
2. Attendance and preparation are required at all classroom exercises as primary conditions for meriting academic credit.
3. Three absences in any one course automatically disqualify the student from receiving credit for the course.
4. Absences caused by serious illness may be excused, wholly or in part, by the Dean.
5. Tardiness at class or leaving class before the expiration of the period will be counted as one-half of an absence.

Withdrawal. A student who wishes to withdraw from one or more of his courses must sign at the Office a notification of intention to withdraw. *A student is considered in attendance until this formal notice of withdrawal has been duly signed.* No withdrawal is effective earlier than the date recorded on this signed notice. No withdrawals are permitted during the final three weeks of any semester.

Examinations.

1. Examinations in all subjects are held at mid-term and at the close of each semester. The result of the mid-semester and the semester examinations, combined with the student's classwork, will determine his grade for the semester. No academic credit is given unless a passing grade is obtained.
2. A student who has been absent from a regularly scheduled examination will receive a grade of X if the excuse for the absence is acceptable to the Dean, otherwise the absentee will receive an automatic failure. Absence, however, does not excuse a student from the requirement of a special examination at a time determined by the Dean. If an X

grade is not removed within thirty days a grade of F will be given for the course.

3. A fee will be charged for each special examination taken before or after the regularly scheduled examination. No charge will be made if an examination is missed because of illness if the illness is reported to the school office prior to the time of the scheduled examination.
4. Auditors are not obliged to take examinations.

Censures. Any student whose quality-point average is below 1.5 for each session of the first year, or 1.75 for each session of the second year, or 2.0 for each session of the succeeding years will be automatically placed on probation.

This censure excludes the student from participation in any extra-curricular activity except of a religious nature, and reduces the number of credit hours which the student may carry.

The censure will continue for at least one session. At the end of this session any student on probation who fails to average "C" in the semester's work will be dismissed from the University. Any student on probation whose semester average is "C," but whose general overall average is below "C," will be continued on probation for one more session. If, at the expiration of the continued probationary period, the student's average is below "C" he will be dismissed from the University.

Any student whose quality-point average is low, but not so low as to warrant the censure of probation, may be placed on the "warned" list.

This censure does not demand a reduction of the student's load nor does it positively exclude the student from participation in extra-curricular activities, but such participation may be restricted at the discretion of the dean or the departmental adviser.

Failure in a number of courses is regarded as poor scholarship. At the discretion of the dean, such a student will be excluded from registration in the University for at least one session. Permission to return after one session, or at any subsequent time, will be granted only at the discretion of the Committee on Admissions.

If a student is placed under scholastic censure, the University assigns the right to change or limit the student's program of courses to the student's departmental adviser or to the dean. The same right will be exercised in the case of poor health or other circumstances unfavorable for study.

The University reserves the right to censure the conduct of any student on or off the campus in accord with the generally accepted norms of good behavior, Catholic practice, and Catholic principles of morality. This censure will be regarded as purely disciplinary and may take the form of correction, suspension, or dismissal which the President of the University, upon advice of the Committee on Student Problems, may deem appropriate.

Suspension will carry with it the loss of credit hours. When a student incurs the disciplinary censure of dismissal, or withdraws while under the censure of suspension, the University has the right to declare, at the discretion of the president, the fact of disciplinary censure to the admissions officer of any educational institution to which the student may subsequently apply.

Transcript of Records. Upon the student's request the Evening College will send one complete transcript of his scholastic record to any educational institution or business organization. If more than one transcript be requested, a charge of one dollar will be assessed for each additional transcript. No transcripts are issued during the busy periods of registration or examination. Transcripts are issued only after the student has fulfilled all financial obligations to the University.

Tuition and Fees. Registration for a course or courses makes the student liable for the tuition of the whole semester. *All tuition and fees required from students must be paid before the third class-session of each semester.* Students failing to discharge these obligations promptly are subject to dismissal.

1. The tuition fee for all subjects is \$20.00 per semester hour.
2. A general fee of \$2.50 per semester is assessed all students (recording, news, activities, parking).
3. Additional fees:
 - a. Biology Course (each semester) \$ 1.00
 - b. Chemistry Laboratory Fee (each semester) 10.00
 - c. Chemistry Laboratory Materials Deposit (each semester—partially refundable) 5.00
 - d. Special Examination Fee 5.00
 - e. Final Examination Make-up Fee 2.00
 - f. Periodic Test Make-up Fee 1.00
 - g. Certificate Fee 10.00
 - h. Bachelor's Degree Fee 25.00

Refunds.

1. No fee is refundable.
2. No tuition will be refunded except when withdrawal from class is due to illness or causes entirely beyond the student's control.
3. No refund will be granted if the student has not duly notified the Office of withdrawal before the end of the eighth week of any semester.
4. In no case shall the tuition charge be less than \$5.00.

5. The schedule below shows the percentage of tuition refunded if the student is eligible for a refund.

WITHDRAWAL DURING THE	PERCENT OF TUITION REFUND
1st week	90 %
2nd week	80 %
3rd week	70 %
4th week	60 %
5th week	50 %
6th week	40 %
7th week	30 %
8th week	20 %

Time-Payments.

1. The privilege of time-payments is granted *only* to students carrying more than three credit hours per semester.
2. Time-payments are permitted *only* when definite arrangements are made in writing. These payments must be made on the appointed day under penalty of dismissal.
3. No cancellations of promised time-payments are permitted. Exceptions to this regulation are to be determined by the Dean. No cancellations of promised time-payments are allowed after one-half the semester has passed. Where cancellations are permitted, they shall never be in excess of one-half the tuition for a semester. No cancellation of promised time-payments is granted when a student ceases to attend without informing the Office.

Note.—A student who is in debt to the University at the end of any semester is not permitted to register again, or to graduate; nor is he entitled to receive an official statement of his credits until his indebtedness has been discharged.

Curricular Administration

Courses. Courses are grouped according to their basic or advanced content. Basic courses, which are ordinarily open to Freshman, Sophomore, and Pre-Junior students, are regarded as *lower division* courses. *Upper division* courses are ordinarily open only to Junior, Pre-Senior and Senior students.

Departments of Instruction. For the purpose of faculty administration and of classification of courses according to the nature of their subject matter, all courses are grouped in *departments*. In the Evening Division there are eleven departments: Accounting, Economics, Business Administration, English, History and Political Science, Mathematics, Modern Languages, Philosophy, Psychology, Sociology, and Theology.

Lower Division Objectives. Toward realization of the immediate University objectives (intellectual competence with a sense of religious and moral responsibility) and the objectives of the undergraduate division, the student should, at the completion of his work of the first three years, have attained the following:

1. A religious knowledge adequate for personal orientation and influential Christian living.
2. An acquaintance with, and some practice in, the modes of thinking—philosophical, mathematical, and scientific.
3. A competence in basic English communication, written and oral, with an adequate acquaintance with the types, and some of the masterpieces of English literature.
4. A reading knowledge of at least one modern language (this is not required in the Bachelor of Science in Business Administration program).
5. An acquaintance with the history and principles of social institutions.

The objective and standards of the several departments concerned in this program indicate their special contribution to the above, in such a way that a student who has completed a minimum of sixty hours with a C-average, can be regarded as having sufficiently attained the objectives.

Excess quality points at the completion of the student's lower division work may not be applied to remove a quality-point deficiency in the upper division work.

Before the close of his Pre-Junior year, the student who wishes to continue his education in the University will be required to choose a field of

specialization for his future work. Only upon acceptance by the chairmen of the departments concerned, and on successful completion of his *lower division* work, may the student be considered eligible to continue.

In the last semester of his *lower division* work, a student who has satisfied the *lower division* prerequisites in a particular subject may, if his schedule allows, and if the dean and the chairman of the department concerned authorize it, take an *upper division* course in that subject.

Upper Division Objectives. Toward more special realization of the immediate University objectives (intellectual competence, etc.) and the objectives of the undergraduate division for the last two years of college (continued general and liberal training *plus* opportunities for specialization), the student is offered the following:

1. A continuation of his general and liberal training in the study of philosophy and allied subjects.

2. Fields of specialization, with a major and minor system, for prudent concentration.

At the completion of this work, the student must qualify as to his attainment of the University and undergraduate division objectives through a thesis or a comprehensive examination. The matter of these, broadly stated, will be: his knowledge of his field of specialization, his grasp of the principles of knowledge, and his ability in the application, co-ordination and systematization of facts and principles.

Certificates and Degrees. The University will confer a certificate or a degree upon any candidate in the Evening Division who has successfully completed an accepted program of studies, and who has fulfilled, prior to graduation, all requirements both general and particular. In the Evening Division the University confers the following Certificates: Accounting; General Business; Labor Relations; Marketing; and Traffic Management; and the following Degrees: Bachelor of Arts; Bachelor of Science; and Bachelor of Science in Business Administration.

Subject Requirements for Degrees. In addition to the fulfillment of other requirements, a candidate for a degree in the University must follow a definite program of studies. The prescribed subjects together with the corresponding minimum semester hours for each degree program are listed as follows:

Bachelor of Arts

The degree of Bachelor of Arts is conferred on the candidate whose major field has been chosen from any one of the four curricular fields, and whose program included twelve semester hours in the study of Latin. The prescribed subjects together with the corresponding minimum semester hours required and suggested block schedules are listed on pages 40-41.

Bachelor of Science

The degree of Bachelor of Science is conferred on the candidate whose major and minor have been chosen from any of the four curricular fields. The prescribed subjects together with the corresponding minimum semester hours required and suggested block schedules are listed on pages 42-43.

Bachelor of Science in Business Administration

General Statement. The Business Administration program adheres to the general principles and objectives of the University in particular, and of Jesuit education in general. It recognizes the necessity of those cultural subjects which render articulate the higher powers of the mind and which spell the difference between an educated man and a mere technician. In addition, the business administration program endeavors to provide the student with the basic knowledge required for a thorough understanding of the operation of our economic system. It further provides the student with the opportunity to specialize in some phase of business training which will help him to assume eventually a position of responsibility in the business world. The program seeks to strike a proper balance between cultural and business subjects, and at the same time integrate philosophical and moral principles with business training.

The candidate for the B.S. in B.A. degree may select accounting, economics or general business as his field of specialization. The prescribed subjects and minimum semester hours required for the degree are listed below:

<i>Subject</i>	<i>Hrs.</i>	<i>Subject</i>	<i>Hrs.</i>
Accounting, Economics and Business Administration...53-58		Philosophy.....18	
Christian Culture.....4 courses		Psychology.....4	
English.....12		Speech.....4	
History.....6		Theology.....8	
Mathematics.....6		Electives.....2-6	
		Comprehensive Examination....2	

Basic Courses for All B.S. in B.A. Degree Programs

In addition to the fundamental liberal arts courses necessary to fulfill the cultural, intellectual and moral objectives of the university, each candidate for a B.S. in B.A. degree is required to take certain basic courses which are essential for a proper understanding of business administration and of our economic system:

<i>Course No.</i>	<i>Subject</i>	<i>Sem. Hrs.</i>
Ac 51, 52	Introductory Accounting	6
BA 23, 24	Business English	4
BA 123	Business Statistics	3
BA 161, 162	Business Law	4
Ec 35, 36	Principles of Economics	4
Ec 151	Money and Banking	3
	Total	24

Accounting. For a major in accounting a student must complete the following total hours in business: accounting, 30; economics and business administration, 21. Therefore, in addition to the basic courses listed above for all B.S. in B.A. programs, the student is required to take the courses listed below:

<i>Course No.</i>	<i>Subject</i>	<i>Sem. Hrs.</i>
Ac 151, 152	Intermediate Accounting	6
Ac 153, 154	Advanced Accounting Problems	6
Ac 155, 156	Industrial (Cost) Accounting	6
Ac 157, 158	Taxation	6
Ac 199	Comprehensive Examination	2
Ec or BA	Electives	3
	Total	29

NOTE: For the complete B.S. in B.A. (Accounting) curriculum, see block schedules on pages 44-45.

Economics. For a major in economics a student must complete the following total hours in business: economics, 22; accounting, 18; business administration, 11. Therefore, in addition to the basic courses listed above for all B.S. in B.A. programs, the student is required to take the courses listed below:

<i>Course No.</i>	<i>Subject</i>	<i>Sem. Hrs.</i>
Ec 138	Intermediate Economic Analysis	3
Ec 199	Comprehensive Examination	2
Ec	Electives	12
Ac 151, 152	Intermediate Accounting	6
Ac 155	Industrial (Cost) Accounting	3
Ac 157, 162 or 163	Taxation, Analysis of Financial Statements or Auditing	3
	Total	29

NOTE: For the complete B.S. in B.A. (Economics) curriculum, see block schedules on pages 46-47.

General Business. For a major in general business a student must complete the following total hours in business: economics and business administration, 47; accounting, 9. In addition to the basic courses, and Ac 162, Analysis of Financial Statements, and BA 170, Business Organization and Management, and BA 131, Principles of Marketing, which courses are required of all general business students, sufficient courses must be taken to give a minor concentration (at least three semesters of upper-division courses), in at least four of the following areas of business administration: accounting, economics, finance, labor, management, marketing, or transportation.

NOTE: For the complete B.S. in B.A. (General Business) curriculum, see block schedules on pages 48-49.

GRADUATION REQUIREMENTS

General

For the Certificates

In addition to the requisites of a particular Certificate Program listed on pages 34-39, a candidate for a Certificate must fulfill the following requirements:

1. The candidate shall have completed an accepted program of studies in which the quantity of academic work, measured in class hours, is not fewer than fifty-six with an average of C.
2. The candidate shall have completed at least twenty-one class hours (C average) and at least the last fourteen class hours (C average) in residence at Xavier University Downtown College.

For the Degrees

In addition to the requisites of a particular program, a candidate for the bachelor's degree must fulfill the following requirements:

1. The candidate shall have qualified as a classified student in Xavier University and shall have all records from other institutions in order.
2. The candidate shall have completed an accepted academic program of not fewer than one hundred twenty credit hours with an average of C. Specifically, an average of 2.0 (C) shall have been maintained in his *upper division* courses since surplus quality points are not transferable from *lower division* courses.
3. The candidate shall have completed all *lower division* objectives.

4. The candidate shall have fulfilled the *lower division* and *upper division* objectives in the matter of distribution of courses.
5. The candidate shall have completed the following courses in Philosophy and Psychology: Pl 34, 100, 105, 111, 131, 132, Ps 33, 34.
6. The candidate, if a Catholic, shall have completed eight credit hours in formal courses in Theology, and four Christian culture courses.
7. The candidate shall have completed *in residence*, the last thirty credit hours (C average) in courses approved by the College of Liberal Arts.
8. The student shall have successfully passed a comprehensive examination in the student's major field of work during or prior to his last semester of attendance. In the departments where comprehensive examinations are not given, the student shall have completed on or before May 11 of his senior year, a written thesis of not fewer than 5000 words. The subject shall have been approved and a rough draft of the thesis shall have been submitted before October 17. The thesis shall fulfill all general and particular prescriptions of the adviser.
9. The candidate, with the approval of the head of the department, shall have made formal application to the dean for the degree sought. This form shall have been filed in the office at the beginning of the last session.
10. The candidate shall have discharged all financial obligations to Xavier University.

N.B.—No student will be considered eligible for graduation who has any deficiency at the beginning of the last session of his senior year, or who has less than one hundred and eight credit hours of C average.

Graduation Honors. Honors are awarded on the basis of outstanding moral and intellectual attainment. A student who has earned a quality-point average of 3.75 in his six years of college work will be graduated *Summa Cum Laude*; one who has earned 3.5, *Magna Cum Laude*; one who has earned 3.25, *Cum Laude*. The honors are announced at commencement and are inscribed on the diplomas of those meriting them. The final semester's work cannot be computed in determining the quality-point average for honors.

Transfer students are eligible for honors at graduation only under the following conditions:

1. They must have completed at least sixty semester hours of work at Xavier University.
2. Their quality-point average must be computed on the basis of ALL OF THEIR COLLEGE WORK.

3. Under no circumstances will honors be awarded that are higher than the honors merited by the quality-point average earned at Xavier University.

Residence. Candidates for Certificates must secure at least the last fourteen credit hours at the Evening Division, and candidates for Degrees at least the last thirty credit hours in residence at Xavier University and the last fourteen credit hours at the Evening Division. Residence is the personal presence at the University of a student carrying a normal weekly load.

Attendance at Commencement. All candidates for Degrees and Certificates must be present at the Commencement Exercises.

Notes. The University reserves the right to modify its graduation and other academic requirements as may seem necessary from time to time. It will be obligated only during the academic year of the student's registration by requirements published in the catalog for that year.

No course in any department will be given unless a sufficient number of students apply.

APPROVED OUTLINES

OF

CURRICULA



CERTIFICATES



Certificate in Accounting, page 34.

Certificate in General Business, page 35.

Certificate in Labor Relations, page 36.

Certificate in Marketing, page 37.

Certificate in Communication Arts, page 38

Certificate in Accounting

SUBJECT TOTALS			
<i>Subject</i>	<i>Hrs.</i>	<i>Subject</i>	<i>Hrs.</i>
Accounting.....	27	Mathematics.....	6
Economics and Business		Logic.....	3
Administration.....	8	Psychology.....	4
English.....	4	Sociology or Theology.....	4

APPROVED PROGRAM

FIRST YEAR

<i>First Semester</i>	<i>Hrs.</i>	<i>Second Semester</i>	<i>Hrs.</i>
Introductory Accounting.....	3	Introductory Accounting.....	3
General Psychology.....	2	General Psychology.....	2
Principles of Economics.....	2	Principles of Economics.....	2

SECOND YEAR

Intermediate Accounting.....	3	Intermediate Accounting.....	3
Business English.....	2	Business English.....	2
Business Law.....	2	Business Law.....	2

THIRD YEAR

Cost Accounting.....	3	Cost Accounting.....	3
Sociology or Theology.....	2	Sociology or Theology.....	2
Intermediate Algebra.....	3	Mathematics of Finance.....	3

FOURTH YEAR

Advanced Accounting Problems		Accounting Elective.....	3
or Auditing.....	3	Logic.....	3
Taxation.....	3		

Certificate in General Business

SUBJECT TOTALS			
<i>Subject</i>	<i>Hrs.</i>	<i>Subject</i>	<i>Hrs.</i>
Accounting.....	6	Mathematics.....	6
Economics and Business Administration.....	30	Logic.....	3
English.....	4	Psychology.....	4
		Sociology or Theology.....	4

APPROVED PROGRAM

FIRST YEAR

<i>First Semester</i>	<i>Hrs.</i>	<i>Second Semester</i>	<i>Hrs.</i>
Introductory Accounting.....	3	Introductory Accounting.....	3
General Psychology.....	2	General Psychology.....	2
Principles of Economics.....	2	Principles of Economics.....	2

SECOND YEAR

Business Organization and Management.....	3	Business Elective.....	3
Business English.....	2	Business English.....	2
Business Law.....	2	Business Law.....	2

THIRD YEAR

Personnel Management.....	3	Business Elective.....	3
Sociology or Theology.....	2	Sociology or Theology.....	2
Economics Elective.....	2	Industrial Psychology.....	2

FOURTH YEAR

Money and Banking.....	3	Business Statistics.....	3
Logic.....	3	Mathematics of Finance.....	3
Intermediate Algebra.....	3		

Certificate in Labor Relations

SUBJECT TOTALS

<i>Subject</i>	<i>Hrs.</i>	<i>Subject</i>	<i>Hrs.</i>
Economics and Business		Logic	3
Administration	40	Psychology	6
English	4	Sociology or Theology	4

APPROVED PROGRAM

FIRST YEAR

<i>First Semester</i>	<i>Hrs.</i>	<i>Second Semester</i>	<i>Hrs.</i>
Economics of Labor	3	Business Elective	3
General Psychology	2	General Psychology	2
Principles of Economics	2	Principles of Economics	2

SECOND YEAR

History of Labor Movement	3	Labor Relations Legislation	3
Business English	2	Business English	2
Business Law	2	Business Law	2

THIRD YEAR

Personnel Management	3	Business Elective	3
Sociology or Theology	2	Sociology or Theology	2
Collective Bargaining	2	Collective Bargaining	2

FOURTH YEAR

Business Elective	3	Business Statistics	3
Christian Theory of Economics	2	Business Elective	2
Industrial Psychology	2	Logic	3

Certificate in Marketing

SUBJECT TOTALS			
<i>Subject</i>	<i>Hrs.</i>	<i>Subject</i>	<i>Hrs.</i>
Economics and Business		Logic	3
Administration	39	Psychology	6
English	4	Sociology or Theology	4

APPROVED PROGRAM

FIRST YEAR

<i>First Semester</i>	<i>Hrs.</i>	<i>Second Semester</i>	<i>Hrs.</i>
Principles of Marketing	3	Business Elective	3
General Psychology	2	General Psychology	2
Principles of Economics	2	Principles of Economics	2

SECOND YEAR

Business Organization and		Business Elective	3
Management	3	Business English	2
Business English	2	Business Law	2
Business Law	2		

THIRD YEAR

Principles of Wholesaling	3	Principles of Retailing	3
Sociology or Theology	2	Sociology or Theology	2
Principles of Salesmanship	2	Principles of Salesmanship	2

FOURTH YEAR

Logic	3	Business Statistics	3
Principles of Advertising	2	Principles of Advertising	2
Business Elective	2	Industrial Psychology	2

Certificate in Communication Arts

SUBJECT TOTALS

<i>Subject</i>	<i>Hrs.</i>	<i>Subject</i>	<i>Hrs.</i>
Communication Arts.....	26	Logic.....	3
English.....	15	Psychology.....	4
Business Administration.....	4	Sociology or Theology.....	4

APPROVED PROGRAM

FIRST YEAR

<i>First Semester</i>	<i>Hrs.</i>	<i>Second Semester</i>	<i>Hrs.</i>
English Composition.....	3	English Composition.....	3
Principles of Comm. Arts.....	2	Radio TV Announcing I.....	2
Principles of Speech.....	2	Principles of Speech.....	2

SECOND YEAR

Shakespeare.....	3	American Literature.....	3
Advanced Speech or Radio TV Announcing II.....	2	Advanced Speech or Advanced Announcing.....	2
General Psychology.....	2	General Psychology.....	2
*Radio, Television or Journalism Lab.....	1	*Radio, Television or Journalism Lab.....	1

THIRD YEAR

Modern Drama.....	3	Logic.....	3
Newswriting or Radio TV Script Writing I.....	2	Newspaper Analysis or Radio TV Script Writing II.....	2
Sociology or Theology.....	2	Sociology or Theology.....	2
*Radio, Television or Journalism Lab.....	1	*Radio, Television or Journalism Lab.....	1

FOURTH YEAR

Acting Technique or TV Production-Direction I.....	3	Comm. Arts Elective.....	5
Advertising or Salesmanship.....	2	Advertising or Salesmanship.....	2
*Radio, Television or Journalism Lab.....	1	*Radio, Television or Journalism Lab.....	1

*Laboratory Work as approved by advisor.

APPROVED OUTLINES

OF

CURRICULA

DEGREES

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Bachelor of Arts

The degree of Bachelor of Arts is conferred on the candidate whose field of concentration has been in the Division of Languages or Social Sciences. The prescribed subjects, together with the corresponding minimum quantities for the program of studies leading to this degree, are listed below.

SUBJECT TOTALS			
<i>Subject</i>	<i>Hrs.</i>	<i>Subject</i>	<i>Hrs.</i>
Major Subject.....	24	Modern Language.....	12
Minor Subject.....	18	Philosophy.....	18
Christian Culture.....	4 Courses	Psychology.....	4
English.....	12	Theology.....	8
History.....	6	Speech.....	2
Latin.....	12	Electives.....	7
Mathematics or Science.....	6	Comprehensive Examination or Thesis.....	2

APPROVED PROGRAM

FIRST YEAR

<i>First Semester</i>	<i>Hrs.</i>	<i>Second Semester</i>	<i>Hrs.</i>
Latin.....	3	Latin.....	3
English Composition.....	3	English Composition.....	3
Theology.....	2	Theology.....	2
General Psychology.....	2	General Psychology.....	2

SECOND YEAR

Latin.....	3	Latin.....	3
History of Europe.....	3	History of Europe.....	3
Speech.....	2	Elective.....	2
Theology.....	2	Theology.....	2

THIRD YEAR

Modern Language.....	3	Modern Language.....	3
English.....	3	English.....	3
Mathematics or Science.....	3	Mathematics or Science.....	3

FOURTH YEAR

<i>First Semester</i>	<i>Hrs.</i>	<i>Second Semester</i>	<i>Hrs.</i>
Modern Language.....	3	Modern Language.....	3
Logic.....	3	Metaphysics.....	3
Major Subject.....	3	Minor Subject.....	3
Elective.....	2	Elective.....	2

FIFTH YEAR

Minor Subject.....	3	Major Subject.....	3
Philosophical Psychology.....	3	Pl 105, 106, 107 or 133.....	3
Marriage.....	2	The Family.....	2
Christian Culture.....	2	Minor Subject.....	2

SIXTH YEAR

Major Subject.....	3	Major or Minor Subject.....	3
Minor Subject.....	3	Major Subject.....	3
Principles of Ethics.....	3	Personal and Social Ethics.....	3
		Comprehensive Examination....	2

Bachelor of Science

The degree of Bachelor of Science is conferred on a candidate whose concentration has been in the Division of Languages or the Division of Social Sciences and whose program has included the following subjects and corresponding minimum quantities.

SUBJECT TOTALS			
<i>Subject</i>	<i>Hrs.</i>	<i>Subject</i>	<i>Hrs.</i>
Major Subject.....	24	Philosophy.....	18
Minor Subject.....	18	Psychology.....	4
Christian Culture.....	4 Courses	Theology.....	8
English.....	12	Science.....	6
History.....	6	Speech.....	2
Mathematics.....	6	Electives.....	8
Modern Language.....	12	Comprehensive Examination or Thesis.....	2

APPROVED PROGRAM

FIRST YEAR

<i>First Semester</i>	<i>Hrs.</i>	<i>Second Semester</i>	<i>Hrs.</i>
English Composition.....	3	English Composition.....	3
Modern Language.....	3	Modern Language.....	3
Theology.....	2	Theology.....	2
General Psychology.....	2	General Psychology.....	2

SECOND YEAR

Modern Language.....	3	Modern Language.....	3
History of Europe.....	3	History of Europe.....	3
Speech.....	2	Elective.....	2
Theology.....	2	Theology.....	2

THIRD YEAR

English.....	3	English.....	3
Science.....	3	Science.....	3
College Algebra.....	3	Trigonometry.....	3

FOURTH YEAR

<i>First Semester</i>	<i>Hrs.</i>	<i>Second Semester</i>	<i>Hrs.</i>
Major Subject.....	3	Major Subject.....	3
Logic.....	3	Metaphysics.....	3
Minor Subject.....	3	Elective.....	3
Marriage.....	2	The Family.....	2

FIFTH YEAR

Major Subject.....	3	Major Subject.....	3
Philosophical Psychology.....	3	Pl 105, 106, 107 or 133.....	3
Elective.....	3	Minor Subject.....	3

SIXTH YEAR

Major Subject.....	3	Major or Minor Subject.....	3
Principles of Ethics.....	3	Personal and Social Ethics.....	3
Minor Subject.....	3	Minor Subject.....	3
Elective.....	2	Comprehensive Examination....	2

Bachelor of Science in Business Administration

The degree of Bachelor of Science in Business Administration is conferred on a candidate whose concentration has been in the Division of Business Sciences and whose program has included the following subjects and corresponding minimum quantities.

SUBJECT TOTALS			
(Major, Accounting; Minor, Economics)			
<i>Subject</i>	<i>Hrs.</i>	<i>Subject</i>	<i>Hrs.</i>
Accounting.....	30	Philosophy.....	18
Economics and Business Administration.....	21	Psychology.....	4
Christian Culture.... 4 Courses		Theology.....	8
English.....	12	Speech.....	4
History.....	6	Electives.....	6
Mathematics.....	6 or 7	Comprehensive Examination.	2

APPROVED PROGRAM

(Major, Accounting; Minor, Economics)

FIRST YEAR

<i>First Semester</i>	<i>Hrs.</i>	<i>Second Semester</i>	<i>Hrs.</i>
Introductory Accounting.....	3	Introductory Accounting.....	3
English Composition.....	3	English Composition.....	3
General Psychology.....	2	General Psychology.....	2
Theology.....	2	Theology.....	2

SECOND YEAR

Intermediate Accounting.....	3	Intermediate Accounting.....	3
Intermediate Algebra.....	3	Mathematics of Finance.....	3
Principles of Economics.....	2	Principles of Economics.....	2
Theology.....	2	Theology.....	2

THIRD YEAR

Industrial (Cost) Accounting....	3	Industrial (Cost) Accounting....	3
History of Europe.....	3	History of Europe.....	3
Speech.....	2	Speech.....	2
Business English.....	2	Business English.....	2

FOURTH YEAR

<i>First Semester</i>	<i>Hrs.</i>	<i>Second Semester</i>	<i>Hrs.</i>
Advanced Accounting Problems.	3	Advanced Accounting Problems.	3
Logic.....	3	Metaphysics.....	3
Business Law.....	2	Business Law.....	2
Marriage.....	2	The Family.....	2

FIFTH YEAR

Auditing or Elective.....	3	Auditing or Elective.....	3
Money and Banking.....	3	Business Statistics.....	3
Philosophical Psychology.....	3	Pl 105, 106, 107 or 133.....	3

SIXTH YEAR

Taxation.....	3	Taxation.....	3
English Elective.....	3	English Elective.....	3
Principles of Ethics.....	3	Personal and Social Ethics.....	3
Business Elective.....	3	Comprehensive Examination....	2

Bachelor of Science in Business Administration

SUBJECT TOTALS

(Major, Economics; Minor, Accounting)

<i>Subject</i>	<i>Hrs.</i>	<i>Subject</i>	<i>Hrs.</i>
Accounting.....	18	Philosophy.....	18
Economics and Business Administration.....	33	Psychology.....	4
Christian Culture.....	4 Courses	Theology.....	8
English.....	12	Speech.....	4
History.....	6	Electives.....	6
Mathematics.....	6 or 7	Comprehensive Examination	2

APPROVED PROGRAM

(Major, Economics; Minor, Accounting)

FIRST YEAR

<i>First Semester</i>	<i>Hrs.</i>	<i>Second Semester</i>	<i>Hrs.</i>
Introductory Accounting.....	3	Introductory Accounting.....	3
English Composition.....	3	English Composition.....	3
General Psychology.....	2	General Psychology.....	2
Theology.....	2	Theology.....	2

SECOND YEAR

Intermediate Accounting.....	3	Intermediate Accounting.....	3
Intermediate Algebra.....	3	Mathematics of Finance.....	3
Principles of Economics.....	2	Principles of Economics.....	2
Theology.....	2	Theology.....	2

THIRD YEAR

Industrial (Cost) Accounting....	3	Industrial (Cost) Accounting....	3
History of Europe.....	3	History of Europe.....	3
Speech.....	2	Speech.....	2
Business English.....	2	Business English.....	2

FOURTH YEAR

<i>First Semester</i>	<i>Hrs.</i>	<i>Second Semester</i>	<i>Hrs.</i>
Principles of Marketing.....	3	Business Elective.....	3
Logic.....	3	Metaphysics.....	3
Business Law.....	2	Business Law.....	2
Marriage.....	2	The Family.....	2

FIFTH YEAR

Business Organization and Management.....	3	Business Statistics.....	3
Philosophical Psychology.....	3	Economics Elective.....	3
English Elective.....	3	Pl 105, 106, 107 or 133.....	3
		English Elective.....	3

SIXTH YEAR

Money and Banking.....	3	Economics Elective.....	3
Principles of Ethics.....	3	Personal and Social Ethics.....	3
Elective.....	3	Elective.....	3
		Comprehensive Examination....	2

Bachelor of Science in Business Administration

SUBJECT TOTALS			
(General Business Concentration)			
<i>Subject</i>	<i>Hrs.</i>	<i>Subject</i>	<i>Hrs.</i>
Accounting.....	9	Philosophy.....	18
Economics and Business Administration.....	47	Psychology.....	4
Christian Culture.....	4 Courses	Speech.....	4
English.....	12	Theology.....	8
History.....	6	Electives.....	2
Mathematics.....	6 or 7	Comprehensive Examination.	2

APPROVED PROGRAM

(General Business Concentration)

FIRST YEAR

<i>First Semester</i>	<i>Hrs.</i>	<i>Second Semester</i>	<i>Hrs.</i>
Introductory Accounting.....	3	Introductory Accounting.....	3
English Composition.....	3	English Composition.....	3
General Psychology.....	2	General Psychology.....	2
Theology.....	2	Theology.....	2

SECOND YEAR

Principles of Economics.....	2	Principles of Economics.....	2
Theology.....	2	Theology.....	2
History of Europe.....	3	History of Europe.....	3
Intermediate Algebra.....	3	Mathematics of Finance.....	3

THIRD YEAR

Business Organization and Management.....	3	Business Statistics.....	3
Principles of Marketing.....	3	Business Elective.....	3
Speech.....	2	Speech.....	2
Business English.....	2	Business English.....	2

FOURTH YEAR

<i>First Semester</i>	<i>Hrs.</i>	<i>Second Semester</i>	<i>Hrs.</i>
Money and Banking	3	Business Elective	3
Logic	3	Metaphysics	3
Business Law	2	Business Law	2
Marriage	2	The Family	2

FIFTH YEAR

Personnel Management	3	Business Elective	3
Philosophical Psychology	3	Pl 105, 106, 107 or 183	3
English Elective	3	English Elective	3
		Analysis of Financial Statements	3

SIXTH YEAR

Principles of Ethics	3	Personal and Social Ethics	3
Business Elective	3	Business Elective	3
Christian Theory of Economics	2	Comprehensive Examination	2
Elective	2		

Departments and Courses

The names of the departments of instruction and the special courses are here listed in alphabetical order.

No course in any subject will be given unless a sufficient number of students apply.

The courses of instruction are numbered in accord with a unified plan. Lower division courses are numbered 1 to 99. Upper division courses are numbered from 100 to 199. Double numbers indicate that the first semester course is prerequisite to the second semester course and *that both must be satisfactorily completed to obtain credit for either course.*

Accounting (Ac)

Rapidly expanding business enterprises have emphasized the importance of accounting as a means of efficient and economical operation. As an administrative device it makes possible effective control and successful management of all types of business. Factory management requires a correct knowledge of costs. Sales and credit management likewise depend upon the accounting department for basic information necessary to the proper guidance of their departments.

Obviously, the purpose of the accounting courses is not to teach mere proficiency in bookkeeping, nor to prepare students merely for clerical tasks, but rather to inculcate the philosophy underlying the use of records as an aid to management. The purpose is to lay a foundation which students in this department may use, after their apprenticeship in business, to build the necessary qualifications for executive positions.

The courses in accounting are thorough and comprehensive, familiarizing the student with the latest and most satisfactory methods. The first year course gives the student a fundamental knowledge of accounting which is of value whether he engages in business or pursues a professional career. The advanced courses elaborate on the theory and practice of accounts, business analysis, costs, auditing and specialized accounting, and are completed in a special course which prepares the student for C.P.A. examinations and for entrance into the field of public accountancy.

51. **Introductory Accounting.** A study of general accounting as applied to modern record-keeping for single proprietorships, partnerships and corporations, supplemented with practical problems and practice sets providing actual experience with general and special journals and ledgers; the preparation of adjusting and closing entries; trial balances; work sheets; balance sheets and profit and loss statements. Three credit hours.
52. **Introductory Accounting.** A continuation of Ac 51. Practical application of the voucher system, controlling accounts, departmental

accounts, use of charts of accounts; study of authorization and issuance of capital stocks and bonds; computation of premiums and discounts; distribution of profits; determination of fire loss; manufacturing costs and preparation of manufacturing costs statements. Three credit hours.

Upper Division Courses

151. **Intermediate Accounting.** A thorough course in theory and problems in which various methods of solving practical accounting problems are presented. The course supplies a broad background of accounting theory that will enable the student to recognize accepted differences in accounting methods and to develop individual convictions in matters of accounting principles. Knowledge of working paper layout is a primary requisite; problems offered are a challenge to the student's ability to reason, to observe, and to make proper decisions on the basis of known facts. Prerequisite: Ac 51 and 52. Three credit hours.
152. **Intermediate Accounting.** A continuation of Ac 151. A further development of the practical aspects of Accounting, illustrating accepted methods of valuation and depreciation; preparation of comparative reports and statement analyses. An explanation of the reasons for various accounting reports, co-ordinated with problems that stimulate the interest of the students in research and extra-curricular study in Accounting and related subjects. Prerequisite: Ac 151. Three credit hours.
153. **Advanced Accounting Problems.** Partnership accounting. Treats advanced phases of partnership accounting; organization; dissolution; incorporation of a partnership; division of profit or loss; related problems. Also accounting for insurance; insolvency; home office and venture accounts. Practical problems round out the semester. Prerequisite: Ac 151 and 152. Three credit hours.
154. **Advanced Accounting Problems.** A continuation of Ac 153. Parent company and subsidiary accounting. Consolidated balance sheets. Treatment of inter-company accounts; major and minor parent companies. Consolidated statement of surplus, profit and loss, and supporting statements, mergers and financing. Numerous problems give the student facility in handling consolidation questions. Prerequisite: Ac 153. Three credit hours.
155. **Industrial (Cost) Accounting.** The nature of cost systems; cost records and accounts, and how they are "tied-in"; factory ledger; materials control; departmentalization of expenses; accounting for

labor. Intensive work on a job-order cost set. Prerequisite: Ac 151 and 152. Three credit hours.

156. **Industrial (Cost) Accounting.** A continuation of Ac 155. Advanced and specialized phases of costs, distribution costs, and reports; process costs, joint and by-products; standard costs, including standard cost set. Numerous chapter problems and questions. Prerequisite: Ac 155. Three credit hours.
157. **Taxation.** The primary purpose of this course is to give a fundamental knowledge of Federal Income Tax. This is accomplished by studying the Law and Regulations and working out practical problems in regard to the individual, partnership and corporation income tax returns. Three credit hours.
158. **Taxation.** A continuation of Ac 157. Includes further practical work on income taxes. Course treats social security and other federal taxes. Also franchise, property, sales, and other important State taxes. Problems and tax returns. Three credit hours.
162. **Analysis of Financial Statements.** A study of the significance, development and technique of financial statement analyses of business enterprises. Discussion of the nature and limitation of the financial statements together with a review of the basic problems of their interpretation and trends in accounting principles and procedures as considered in the development of analytical tools of procedure. Practical application through the use of problem material. Prerequisite: Ac 52. Three credit hours.
163. **Auditing.** This course deals with the examination of financial statements. Auditing procedures for the analysis and verification of each class of account are studied and discussed. The student makes practical application of these procedures in making a complete practice audit. A knowledge of auditing is not only essential to students seeking a professional accounting career, but is a valuable aid to those who desire a general education in business. Prerequisite: Ac 151 and 152. Three credit hours.
164. **Auditing.** A continuation of Ac 163. Three credit hours.
165. **C.P.A. Review.** Practical accounting to assist students and practitioners for C.P.A. examination. Previous courses or practical accounting experience required. Theory, auditing, practical accounting, and business law, based upon recent examinations by various State Boards and the American Institute of Accountants. Three credit hours.

166. **C.P.A. Review.** Continuation of Ac 165. Special practice to develop quick understanding of problems and appropriate solution, under conditions similar to those in examination room. Problems to develop accuracy and speed within limited time. Three credit hours.
172. **Systems, Methods, and Procedures.** The objective of this course is to provide an understanding of the principles of business data processing systems, procedures and methods. The structure and function of key-driven, punched-card, and electronic data processing machines are studied. Integrated data processing and work simplification concepts are stressed. Emphasis is also placed on the relationship of the accounting system with the information processing and reporting functions of other departments. Prerequisites: Ac 51 and 52 or its equivalent.
173. **Managerial Aspects of Data Processing.** The objective of this course is to provide an understanding of the factors involved in planning for and utilizing electronic data processing machines in business. Programming, equipment characteristics and costs, the feasibility study, equipment proposals, and installation are studied as is the effect of EDP on business organization and control. Prerequisite: Ac/BA 172 or its equivalent.
197. **Tutorial Course.** Special reading and directed study for advanced students for the writing of term papers and other major assignments. Two credit hours.
199. **Comprehensive Review.** Required of all majors in accounting. Prerequisite: Concurrent completion of major requirements. Two credit hours.

Classical Languages

The true Liberal Arts student aims to discover what constitutes normal living in the environment of our Western European civilization. Both accuracy and adequacy in this quest require in him the power of first-hand contact with the great thoughts of that civilization's normal representatives, and an actual scholarly acquaintance with at least a selected few great souls from every stage of its development. His studies in post-renaissance and post-reformation literature and history he must supplement by direct penetration into the life of our pre-renaissance Christian and pre-Christian forbears if he wills to acquire sufficient background against which to project and *out of which to derive* a genuine and thoroughly humanistic philosophy of life. English and the modern literatures, of course, do not antedate the renaissance. For this reason, primarily, candidates for the degree of Bachelor of Arts devote a minimum of two years to the study of literature in Latin, which from the second century before Christ until the cleavage of the national cultures was the common language of Europe.

Aside from the educative discipline of diction, structure, style and mental power of analysis involved in the processes of translation, each language contains a complete literature of rare cultural value best revealed through the powerful contrast of the pagan mind with the Christian mind.

Greek (Gk)

- 1-2. **Elementary Greek.** A course in Greek syntax with suitable readings for those beginning the study of Greek. *Two semesters.* Six credit hours.
21. **Plato.** A study of Plato's philosophy including lectures on the *Dialogues* and the reading of *The Apology*, *Crito* and *Phaedo*. Prerequisite: Greek 1-2 or the equivalent. Three credit hours.
61. **Sophocles.** A thorough study of the *Antigone*, its style, language, prosody and ethics. Prerequisite: Greek 1-2 or the equivalent. Three credit hours.

Latin (Lt)

5. **Cicero.** A study of the *Orations Against Cataline* with a review of syntax and practice in Latin prose composition. Three or four credit hours.
11. **Livy.** Books xxi and xxii are read for a study of Livy's style in contrast with that of the Ciceronian period. Discussion of Livy's reliability as an historian. Three credit hours.
22. **Horace.** Selected *Odes*, *Epodes*, and *Satires* are studied for the lyric qualities of Latin poetry. The influence of Horace on modern poets is discussed. Prerequisite: two semesters of college Latin. Three credit hours.
23. **Horace.** A general introduction to the works of the poet, with a selected reading of examples from the *Sermones*, *Epistulae*, *Epodi*, and *Carmina* respectively. Three credit hours.
28. **Cicero.** Selections from the works of Cicero together with a study of the author and his influence. Three credit hours.
51. **Virgil: Aeneid, I-VI.** Three credit hours.
- 113-114. **Advanced Latin Composition.** Arnold's *Latin Prose Composition* or equivalent. Exercises XXIV to L. *Two semesters.* Two or four credit hours.

120. Medieval Latin. Three credit hours.

182. Roman Private Life. Letters of Cicero, Horace, Pliny, and Seneca illustrating standards of Roman life. Effects of later Christian culture. Two credit hours.

Economics and Business Administration

Economics may be defined as the science which studies human behavior as a relationship between the endless wants of man and the scarce means which have alternative uses. The course in principles of economics is designed to give a general survey of the field of economics from a scientific standpoint. Other courses furnish the student with specialized analyses of some particular phases of economic life.

In addition to the general aim of instruction in theory and practice, the department of Economics and Business Administration has the following specific objectives: to contribute to the cultural aims and scope of a liberal education; to give a general but thorough knowledge and appreciation of economic life; to prepare majors for professional study in the field of business administration; to offer an undergraduate basis for graduate study in economics; to inform the student of Christian contributions to the solution of economic problems; to integrate the science of economics with principles of Christian culture and philosophy.

ECONOMICS (Ec)

35. Principles of Economics. This is the standard foundation course for all fields of study in Economics and Business Administration. The course covers the fundamental principles governing present day business activity and organization. A study is made of production, distribution, consumption, and exchange mechanisms and procedures. Factors which determine supply, demand, and price of commodities and services are analyzed. The roles of capital, labor, and land in production are considered and special emphasis is placed on monopolistic competition, utility, value, wealth, income, price, cost and distribution. Two credit hours.

36. Principles of Economics. This course emphasizes the study and analysis of selected problems in the field of business economics including such current topics as money, credit, and banking; theory of business cycles; international economic relations; the employment of labor; government and taxation; public controls over private business enterprise. Other items covered in this course include Federal Reserve system; index numbers; public finance; public utilities; foreign trade; labor problems; and the various economic systems of the world as compared to the American system. Prerequisite: Ec 35. Two credit hours.

Upper Division Courses

101. **History of the Labor Movement.** A study of the labor movement from the Colonial period to the present; the plight of the un-organized workingman against irresponsible employers; the emergence of Unionism, its struggle for survival, its initial failures and eventual success. Growth of the A.F. of L. and C.I.O.; the counter-revolution of the employers; an analysis of the position of Unions and Management and the pressures behind each; the political, economic and social effects of the Union Movement. Three credit hours.
103. **Labor Economics.** A basic course designed to afford an insight into the goals for which the American worker strives; the wage problem; unemployment; the search for security and the motivating factors behind this quest. Three credit hours.
105. **Labor Relations and Collective Bargaining.** A study of the behavior of employees, management and unions under a collective bargaining contract. Analysis of the subjects of bargaining and their scope; the technique of negotiation of a contract; the day to day administration of an executed agreement. Actual case histories are studied to present the problems posed by human behavior in an industrial society of employees and employers; review of transcripts of actual records of collective bargaining practice in large and small companies. Two credit hours.
106. **Labor Relations and Collective Bargaining.** A continuation of Ec 105. Two credit hours.
107. **Labor Legislation.** A study of the causes, origins and development of labor law affecting the lives and livelihood of the American workingman and his family. Emphasis is placed upon the Taft-Hartley Act, the Fair Labor Standards Act, and wage stabilization. An analysis of the language of legislation and the interpretation placed thereon by individuals and governmental agencies as they affect the employee-union-employer relationship and society in general. Three credit hours.
110. **Economics of Transportation.** Social and economic effects of improved transportation and communication. Geography of transportation. Organization and physical facilities for transportation. Rates and their economic effects. The regulation of transportation. Special transportation problems. The future of transportation.
151. **Money and Banking.** The present money and banking system and how it works. The theory and history of money, credit and commercial banking. Three credit hours.

156. **Public Finance and Taxation.** Analysis of the various forms of taxation; shifting and incidence of taxation; public borrowing; non-tax revenues; public expenditures; the effects of government revenue and expenditures on our economy. Three credit hours.
157. **Government and Business.** A study of the decline of *laissez faire* and the concomitant growth of governmental regulation of business in the American economy. Analysis of factors leading to change of policy toward public regulation. Anti-trust laws and their effectiveness in protecting and promoting business competition. Specific government regulation in fields of agriculture, labor, railroads, coal and the like. Three credit hours.
158. **Business Cycle Analysis.** History and description of business cycles; measurement and pattern of cycles; and analysis of the various theories of business cycles; problem of economic stability; analysis of anticyclical measures. Three credit hours.
181. **Economic Geography.** A study of world resources and trade, with special reference to the chief economic materials; the typical manufacturing industries; the systems of transportation; and the influence of geographic facts upon the commercial position of nations.
182. **History of Economic Thought.** Study of world economic movements; analysis of literature in the field; theories of economics advanced by Aristotle, St. Thomas Aquinas, Adam Smith, Ricardo, Mills, Malthus, George, Clark, Bentham, Jevons, Keynes and others. Two credit hours.
183. **Current Economic Problems.** Pertinent problems of current interest in America today in the field of Economics will be analyzed to determine their effect on the economy. Three credit hours.
184. **Principles of International Trade.** Importance to the economic life of the United States; markets for American products; foreign sales in comparison with domestic sales; financial problems of foreign trade; Import-Export Bank. Three credit hours.
185. **Comparative Economic Systems.** Origin and development of various economic systems; analysis of their operations and purposes; a comparison of the principal types—Socialism, Fascism, Communism—with Capitalism. Two credit hours.
186. **Current Economic Thought.** Primary purpose of the course is to provide to the economic specialist outside of his specialized field, a comprehensive perspective of the key economic ideas, analytical

devices and their practical application to policy which have been developed during the last ten years. Employment theories and business cycles; the concentration of economic power; price and production policies; Federal budgeting and fiscal policies; theory of international trade; the development and use of national income data; current monetary theory; dynamic process analysis; econometrics; the future for capitalists. Two credit hours.

188. **Intermediate Economic Analysis.** An advanced study of economic principles, including an analysis of such fundamental concepts as value and price, rent, interest, wages, and profits, and their relation to the current problems of production, distribution and exchange. Three credit hours.
189. **Christian Theory of Economics.** A study of elementary economics from the viewpoint of Christian ethics; a study of the Encyclicals of Popes Leo XIII and Pius XI as they affect the science of economics and business; an evaluation of Karl Marx's *Communist Manifesto*. A course planned to help the future business man plan a code of ethics founded on solid Christian principles basic to effective living in a democratic society. Two credit hours.
195. **Rebuilding the Social Order.** Genesis and evolution of Christian social theory; economic institutions; property, ownership, wage-contracts, labor unions, occupational groups as set forth in papal pronouncements; socio-economic theory of wages; hierarchy of social institution in the framework of a Christian society; role of religion and morality in social reconstruction. Two credit hours.
197. **Tutorial Course.** Special reading and directed study for advanced students for the writing of term papers and other major assignments. Two credit hours.
199. **Comprehensive Review.** Required of all majors in economics. Prerequisite: Concurrent completion of major requirements. Two credit hours.

BUSINESS ADMINISTRATION (BA)

23. **Business English.** English composition as applied to all business correspondence; application of English principles to effective business letter writing and the writing of well organized business reports. Emphasis is placed upon the attitude of the correspondent toward the addressee; qualities, appeal, form and parts of a business letter and business report. Two credit hours.
24. **Business English.** A continuation of BA 23. Two credit hours.

- 112. Traffic Management.** The organization and functions of a traffic department. Duties and responsibilities of the traffic department manager. Selected aspects of traffic management—services, documents, reports, claims, etc. Three credit hours.
- 117. Interstate Commerce Law.** Interstate Commerce Act and related Acts and Cases. Practice and procedure before the State Regulatory Commissions and the Interstate Commerce Commission. (Prerequisites: BA 111-112. Students with sufficient traffic background or practical experience will be permitted to register without prerequisites.) Three credit hours.
- 118. Interstate Commerce Law.** A continuation of BA 117. Three credit hours.
- 121. Industrial Statistics I.** The purpose of this course is an understanding of the fundamental bases of statistics. Such topics as: presentation of data, mean and standard deviation, probability, the binomial, the Poisson, the normal, and the sample mean distributions, are studied. Problems in the course are related to industry. Three credit hours.
- 122. Industrial Statistics II.** This course considers the simpler applications of the previous course to industrial processes. Such matter as quality-control charts and their characteristic curves are studied in detail. Acceptance sampling by attributes or variables, together with sequential analysis, is also discussed. Three credit hours.
- 123. Business Statistics.** A study of the manner of presentation of specific and general business reports for the purpose of graphically determining their economic significance. Three credit hours.
- 127. Public Opinion and Propaganda.** This course covers the fundamental principles of publicity and a study of the techniques of propaganda, effects, purposes and counter-propaganda techniques. A study of public information media, what forces influence public opinion, and a review of fundamentals of publicity, psychological warfare, promotional techniques, notoriety, press agency in radio, television, newspapers, magazines and other media fields. Demonstrations, movies, TV programs and other aids are used in this course and an analysis of Russian and Soviet methods of propaganda is made. Two credit hours.
- 128. Publicity and Public Relations.** Development, role and function of Public Relations. Covers methods for building public confidence, stockholders, industry, employee, community relations. Sales Force, dealer and customer relations. Methods of applying these relation

techniques to the Utility, Financial, Trade and Labor organizations. Large and small Retailers, Non-profit and Religious groups, newspapers, radio and television operations, as well as manufacturing businesses. Two credit hours.

131. **Principles of Marketing.** A study of the elements of distribution in a capitalistic economy. The topics include: marketing functions, wholesaling, retailing, financing, transportation, the various types of retail institutions. Three credit hours.
132. **Problems of Marketing.** The problems include the spread between production costs and costs to consumers; types of wholesaling and retailing; survey of sales projects; finance of distribution; reduction of costs. Three credit hours.
135. **Market Research and Analysis.** A study of the tools used and the techniques of research and evaluation of markets for goods. Prerequisite: BA 131. Three credit hours.
136. **Principles of Retailing.** Analysis of fundamental principles underlying the operation of retail stores. Store location; layout and merchandise classification; types of store organization; buying, selling and pricing methods and policies; publicity and promotion; store system and store service; general policies and controls. Three credit hours.
137. **Principles of Wholesaling.** The relationship of wholesaling to the marketing structure; kinds of wholesaling; types of middlemen; internal organization of wholesaling firms and their relationship to the commodity field; cost studies, legal aspects; trade associations. Three credit hours.
138. **Principles of Purchasing.** The purpose of this course is to give the student a thorough grounding in the principles and practices of business purchasing. Emphasis is placed on the techniques involved in making decisions as regards purchasing the right quality and quantity at the right prices; price policies; sources of supplies; standards of performance. Three credit hours.
141. **Principles of Advertising.** This is a basic course designed for newcomers to the advertising profession or those who plan to enter this interesting field. Covering the fundamental principles governing all types of advertising (magazine, newspaper, mail, outdoor and radio), it enables the student to understand problems involved in advertising preparation and their relationship in the process of influencing the buying public. Two credit hours.

- 142. Principles of Advertising.** A continuation of BA 141. Current advertising examples are studied to show how buying motives are determined and used to advertise merchandise in an inviting manner through the written or spoken word. General rules and suggestions are given for writing copy, visualizing, preparing layouts, and guiding production of the printed advertisement. The character, advantages and limitations of the various advertising media are analyzed and discussed. Two credit hours.
- 145. Principles of Salesmanship.** A valuable course for anyone who wishes to learn the principles of selling. Persons engaged as younger salesmen and those who contemplate operating their own business will find here either a refresher course or a knowledge of the basic principles of marketing. Emphasis is placed upon the necessity of adequate preparation, the correct procedure in approaching the buyer, the proper kind of presentation and the importance of closing a sale. Learning to sell by actually selling in class demonstrations. Acquiring poise and the ability to speak in public. The pitfalls to avoid in selling. Experience in prepared sales argumentation and impromptu debate. Final development of the primary characteristics of a successful salesman. Two credit hours.
- 146. Principles of Salesmanship.** A continuation of BA 145. Two credit hours.
- 147. Sales Management.** Emphasis on methods of salesmanship in the field of specialty goods; variations of intensity of application of these techniques in selling to wholesalers, retailers and consumers. Two credit hours.
- 150. Credits and Collections.** This course will cover problems of credit granting, analysis of information, ratios and control, the relation of the sales department, development of credit and collection systems based on the needs of business. Three credit hours.
- 157. Investments.** Survey of the economic bases of investment practice; techniques of security analysis and portfolio management. Three credit hours.
- 161. Business Law. Contracts.** A course designed to give the average business man or woman a fundamental knowledge of such law as is used daily in the business world. Contracts; essential form, legality and enforcement. Property. Negotiable instruments. Two credit hours
- 162. Business Law. Agency.** A general introduction to American business law. Creation, powers, termination, liabilities of principal and agent. Partnerships. Corporations. Pertinent questions by students involving legal problems are a part of many class periods. Two credit hours.

- 165. Personnel Management.** The principles and practices in the field of the administration of human relations in industrial and commercial world. Emphasis is given to the scientific techniques and devices in development of the well-rounded personnel program, including techniques of interviewing, testing, evaluation of statistics and tests, placement, job rotation, promotion, safety and health programs, and general personnel services. Three credit hours.
- 166. Personnel Problems.** The case system approach to human relations problems in industry. A study of how problems are discovered and the scope limitation of problems. Typical problems cover grievance handling, wage and salary administration, collective bargaining, selection, placement and merit rating. Three credit hours.
- 168. Human Relations in Administration.** This course is organized around two approaches to learning. For the student who lacks experience in the inter-play and problems of human organization as it functions within the formal organization in business, a generous number of cases will be discussed. For the experienced student, various reading assignments will help him organize his thoughts and experience. Three credit hours.
- 169. Industrial Psychology.** A review of the principles of sound psychological procedure as applied to personnel in commerce and industry. A correlated study of personnel management and industrial relations concerning both capital and labor. Concentration upon the human element in American industry. Prerequisite: Ps 33, 34. Two or three credit hours.
- 170. Business Organization and Management.** A study of the basic principles and techniques of business organizations; types of organization structure; functions of the business executive, including his relationships with and place in the community; relationships of a business organization with government, the general public and with its stockholders. Lectures and frequent class discussion of cases drawn from actual business situations. Three credit hours.
- 172. Systems, Methods, and Procedures.** The objective of this course is to provide an understanding of the principles of business data processing systems, procedures and methods. The structure and function of key-driven, punched-card, and electronic data processing machines are studied. Integrated data processing and work simplification concepts are stressed. Emphasis is also placed on the relationship of the accounting system with the information processing and reporting functions of other departments. Prerequisites: Ac 51 and 52 or its equivalent.

- 173. Managerial Aspects of Data Processing.** The objective of this course is to provide an understanding of the factors involved in planning for and utilizing electronic data processing machines in business. Programming, equipment characteristics and costs, the feasibility study, equipment proposals, and installation are studied as is the effect of EDP on business organization and control. Prerequisite: Ac/BA 172 or its equivalent.
- 175. Industrial Management.** A survey of the techniques and problems of industrial management and operation. Specific situations are considered in the areas of production operations including scheduling, material procurement, inventory control and equipment maintenance; industrial engineering including job analyses and efficient production methods; production personnel problems including wages, incentives, and labor relations; and production costing. The course, while not requiring BA 170 as a prerequisite, shows the application of business management principles in various industrial situations through student discussion of actual industrial problems which management has been called upon to solve. Preliminary expository discussion by the instructor and student discussion is used to bring out the salient points under consideration. Three credit hours.
- 197. Tutorial Course.** Special reading and directed study for advanced students for the writing of term papers and other major assignments. Two credit hours.
- 199. Comprehensive Review.** Required of all majors in general business. Prerequisite: Concurrent completion of major requirements. Two credit hours.

English and Communication Arts

Success in any activity is most surely to be won by the man or woman who has attained proficiency in the two aspects of English—communication and literature.

Communication, while basic, is a prerequisite to real academic progress, just as it is essential to every important endeavor in the world. It involves four activities: seeing, reading, writing, and speaking. The intelligent person observes with interest the world about him. He comprehends what he reads and hears, and he does so easily, accurately, fully, and thoughtfully. He expresses, in clear and incisive prose and in intelligible speech, the result of his experience—living, working, and thinking. So endowed, he is able to meet each new situation with justified confidence.

Literature—at once man's heritage from the ages and, as he adds to it, his bequest to the ages—stimulates his intellectual and emotional reactions, and supports and enriches his power of communication. The literature of England and of America informs him of the past and the present, and keeps alive his civilized traditions. Through its benign influence he is brought

to understand his fellowmen: to live purposefully and composedly; to see beyond the ordinary; even, perhaps, through goodness, truth, and beauty, to glimpse the stars.

Students majoring or minoring in English should include En 111, 142 or 143, 151 or 152, 181 or 182 in their programs. Majors also must complete En 199.

ENGLISH (En)

- 1-2. **Practical English: Spoken and Written.** A course in the fundamentals of conversational and written English, designed to meet the everyday needs of the average person in social, business, or professional life. Emphasis is placed on vocabulary building, variety and correctness of sentence structure, and the writing of short themes under the immediate supervision of the instructor. No credit.
3. **English Composition.** The principles governing intelligent reading, conversational style and effective writing; a short review of the mechanics of composition and the rules of exposition; readings from contemporary literature. Three credit hours.
4. **English Composition.** A continuation of En 3. Intensive work in composition with emphasis on description and narration; special readings in the American short story. Three credit hours.
23. **Business English.** English composition as applied to all business correspondence; application of English principles to effective business letter writing and the writing of well organized business reports. Emphasis is placed upon the attitude of the correspondent toward the addressee; qualities, appeal, form and parts of a business letter and business report. Two credit hours.
24. **Business English.** A continuation of En 23. Two credit hours

Upper Division Courses

101. **Advanced Writing.** For the following kinds of students: those interested seriously, even professionally, in writing; those whose work entails composition; those who wish further discipline in analyzing what they read and in synthesizing what they think; those curious about magazine literature and author's trade secrets. Three credit hours.
102. **Advanced Composition.** A continuation of En 101. Three credit hours.
111. **Aesthetics and Literary Criticism.** A presentation of the philosophical basis of aesthetics; elements of taste; aesthetic effects; critical standards and schools of criticism. Three credit hours.

- 121. Modern Drama.** A course in modern American and English drama. Three credit hours.
- 125. The Short Story.** A study of the theories of the short story and a critical analysis of representative selections to ascertain their comparative merits. An approach intended to investigate the literary content of the stories. Three credit hours.
- 131. The Novel.** The novel from its beginnings to 1930 will be reviewed. Emphasis will be placed on understanding of the novel as a type and as a reflection of the age in which it was written. Three credit hours.
- 132. The Contemporary Novel.** A review of the development of the novel. A study of modern literary thought and trends in the novel. A critical analysis of ten representative novels with the emphasis on the author's literary philosophy and the value of the novel to literature. Three credit hours.
- 137a. World Literature.** Extensive selections from the masterpieces of Western Literature, in both poetry and prose, are read. Emphasis is placed upon the origins of the various types of literature in classical antiquity, their development in subsequent modern literature, and their influence on the great works of English Poetry and Prose. The ultimate goal is not only the widening of the students' experience by reading works declared immortal by the consensus of centuries of readers and critics, but also the increasing of the students' understanding and appreciation of the masterpieces of English Literature through a knowledge of the earlier works and traditions which influenced it. Two credit hours.
- 137b. World Literature.** A continuation of En 137a, dealing primarily with prose. Two credit hours.
- 138. The Old Testament.** The historical, lyrical and prophetic writings of the Hebrews in translation. Two credit hours.
- 142. Survey of English Literature.** This course is designed to be a comprehensive view of the constantly changing English manners, customs, ideas, and institutions from the age of Beowulf to the 20th century. The student experiences an appreciative study of England's finest writers. The first semester covers the period ending in 1750. The second semester brings the student up to the present day. Three credit hours.
- 143. Survey of English Literature.** A continuation of En 142. Three credit hours.

151. **Shakespeare: Histories and Comedies.** Plays to be studied will be chosen from the periods during which Shakespeare composed his historical plays and comedies. Three credit hours.
152. **Shakespeare: Tragedies and Tragi-Comedies.** This course is an introduction to the study of Shakespeare; his life, influences, sources, development. About ten representative plays will be studied, and others will be assigned for supplementary reading. Three credit hours.
175. **Studies in Modern Prose.** Important trends in English and American prose since 1900. Standards for evaluating the novel, the short story, the essay, the drama, and biography will be determined. Authors will include Conrad, Bennett, Galsworthy, Forster, Chesterton, Strachey, Mansfield, James, O'Neil, Dreiser, Morley, Wolfe, Allen, Anderson, and several others. Three credit hours.
176. **Studies in Modern Poetry.** British and American poetry since about 1900. To arrive at an understanding of contemporary work in the light of critical principles, the themes and the forms used in today's poetry will be analyzed. Poets will include Hardy, Eliot, H. D. de la Mare, the Kilmers, Lindsay, Frost, Lowell, Masters, Masefield, Robinson, Millay, Belloc, Sassoon, Teasdale, Yeats, Thompson, Sandburg, and others. Three credit hours.
181. **Survey of American Literature to 1865.** A broad study of the development of thought, spirit, temper, and culture in America from Colonial times to 1865, as reflected in significant writings of outstanding American spokesmen. Three credit hours.
182. **Survey of American Literature since 1865.** A continuation of En 181. Three credit hours.
183. **The American Novel.** A study of the American novel—its development, picturization of national life, philosophical implications and value as an art form. Three credit hours.
188. **Catholic Literature.** This course is designed to be a comprehensive view of Catholic culture and civilization reflected in English Literature, beginning with the Apostolic Age and continuing through the centuries to the present day. Three credit hours.
189. **Catholic Literature.** This course will include lectures on Newman, Thompson, Hopkins, Johnson, Chesterton, Merton and Lowell. Three credit hours.
190. **Newman: The Idea of a University.** A true revelation of Newman's position in the educational life of his day and later, together with a study of *The Idea of a University*—its philosophical basis enhanced by its literary and religious aspects. Two credit hours.

192. **Chesterton.** A study of the life and work of Gilbert K. Chesterton as a man of letters and as an able expositor of the Catholic faith. Two credit hours.
193. **The Catholic Novel.** A survey of contemporary Catholic novelists and their reflecting the Church's philosophy and attitude toward the Twentieth Century. Three credit hours.
194. **Tutorial Course.** Special reading and directed study for advanced students for the writing of term papers and other major assignments. Two credit hours.
199. **Comprehensive Review.** Required of all majors in English. Prerequisite: Concurrent completion of major requirements. Two credit hours.

SPEECH ARTS (Ex)

1. **Principles of Speech.** This is a practical course in effective speaking. Its purpose is two-fold, training in good speech habits for everyday conversation, and preparations for speech occasions of a business and social nature. Living principles of successful speakers are applied to individual speaking experiences. Essentials are centered around three basic concepts, surveying the speech problem, building the speech, and oral practice. Special skills in voice, diction, and gestures are emphasized through actual speaking practice in the classroom. Application is also made to the fundamentals of effective radio speech. Two credit hours.
2. **Principles of Speech.** Continuation of Ex 1. Two credit hours.
3. **Advanced Speech.** This course emphasizes actual practice in the advanced types of speech. Instruction and training are provided for the basic forms of Discussion, Debate, and Parliamentary Practice. Practical methods are discussed for continual improvement in the rudiments of speaking: Voice, Body Movement, Diction, Speech Composition. Prerequisite: Ex 1 and 2. Two credit hours.
4. **Advanced Speech.** A continuation of Ex 3. Two credit hours.
8. **Radio Technique.** The object of this course is to provide specialized training for radio speaking. The four essentials of radio broadcasting are studied and practiced: clarity, word emphasis, conversational mode and timing. Field study of commercial broadcasting by visits to radio stations. Microphone techniques are taught by speaking over public address system and in radio station. Two credit hours.

- 31. Principles of Debate.** An introductory course in the purpose, nature and technique of Debate. Particular stress is laid on case analysis, case preparation, argumentation, evidence and refutation. Two credit hours.

Upper Division Courses

- 101. Acting Technique.** A basic course designed to develop young student actors by means of exercises in pantomime, improvisation and general movement. Student workshop in scenes, character development and make-up. Three credit hours.
- 102. Directing.** A course designed primarily for beginners in the technique and principles of directing, which will include techniques of realism and stylization with workshop productions directed by students with supervision by faculty. Three credit hours.
- 104. Play Production.** A fundamental course in the production of plays, including choice of play, casting, rehearsals, business management, etc. Three credit hours.
- 120. Voice and Phonetics.** Vocal quality, articulation and phonetic symbols. Two credit hours.
- 125. Public Speaking.** Preparation of formal addresses. Two credit hours.

COMMUNICATION ARTS (CA)

- 50. Principles of Communication.** An introductory course in the principles and techniques of communication by radio, television, speech, dramatics and publications. A survey of organization and functions of newspapers, magazines, radio, television and other mass media for communicating information to the public. Two credit hours.
- 110. Radio Laboratory.** Designed to acquaint the student with basic radio equipment, programming and operation of a radio station under professional supervision. Students are placed in Greater Cincinnati commercial, educational or student radio stations two hours a week for each one hour of semester credit and are assigned positions in the station commensurate with their ability and interest. One or two credit hours.
- 111. Television Laboratory.** Designed to acquaint the student with basic television equipment, programming and operation of a television station under professional supervision. Students are placed in Greater Cincinnati commercial, educational or closed circuit station opera-

tions two hours a week for each one hour of semester credit and are assigned positions in the station commensurate with their ability and interest. One or two credit hours.

- 112. Journalism Laboratory.** Designed to acquaint the student with the actual operation of a newspaper, magazine, news bureau, advertising agency or public relations office and the various techniques involved. Students are placed in the various offices for publications and publicity on the Avondale and Downtown campuses and in local professional agencies and newspapers under professional supervision. For each two hours a week of service one semester credit hour is given and students are assigned positions commensurate with their ability and interest. One or two credit hours.
- 115. News Writing.** Gathering the news and presenting it for publication. Lectures on the operations of a newspaper, the administration of the news staff and news values. Discussion of the merit of various presentations of news stories. Practical exercises in writing news stories. Two credit hours.
- 116. Newspaper Analysis.** The social functions of a newspaper, its editorials, crusades. Operation of special departments and the presentation of radio news. The newspaper method of covering the vital news sources. Continued exercises in writing news stories. Two credit hours.
- 121. Radio-TV Script Writing.** The principles of the various forms of script writing for radio and television stations, including music continuity, commercial continuity, speech continuity, various adaptations and original radio-TV drama. Two credit hours.
- 122. Radio-TV Script Writing.** A continuation of CA 121. Two credit hours.
- 127. Public Opinion and Propaganda.** This course covers the fundamental principles of publicity and a study of the techniques of propaganda, effects, purposes and counter-propaganda techniques. A study of public information media, what forces influence public opinion, and a review of fundamentals of publicity, psychological warfare, promotional techniques, notoriety, press agency in radio, television, newspapers, magazines and other media fields. Demonstrations, movies, TV programs and other aids are used in this course and an analysis of Russian and Soviet methods of propaganda is made. Two credit hours.
- 128. Publicity and Public Relations.** Development, role and function of Public Relations. Covers methods for building public confidence, stockholders, industry, employee, community relations. Sales Force,

dealer and customer relations. Methods of applying these relation techniques to the Utility, Financial, Trade and Labor organizations. Large and small Retailers, Non-profit and Religious groups, newspapers, radio and television operations, as well as manufacturing businesses. Two credit hours.

- 130. TV Production-Direction.** A study and workshop in the principles of the planning, casting, rehearsing and producing of various types of radio and television programs with emphasis upon the specific duties and techniques of producing and directing programs. Two or three credit hours.
- 141. Radio-TV Announcing.** A study and training in studio procedures, interpretation and delivery of radio and television copy and script, including news, feature scripts, continuity and commercials. Tape recordings, inter-com and actual broadcasting and telecasting experience is provided. Prerequisite: Speech I. Two credit hours.
- 142. Radio-TV Announcing.** A continuation of CA 141. Two credit hours.

History (Hs)

The History department has a three-fold purpose: informational, assisting students to obtain an accurate knowledge of past events by a familiar use of the best secondary and primary sources; disciplinary, developing intellectual perspicacity in an untiring quest for truth and critical acumen in evaluating evidence; cultural, promoting an objective but sympathetic attitude toward personages and problems of various times, improvement of both taste and historical imagination.

In the courses in Political Science the student will secure an appreciation of the operations of public administration and party policies.

- 7. Europe to 1500.** This course is a survey study of the development of European civilization from ancient times to the Protestant revolt. It is designed specifically for a student's first year of college history. During the course of the study the major movements and their leaders in the development of Europe are stressed. Three credit hours.
- 8. Europe Since 1500.** This study is a continuation of Hs 7, from the Protestant revolt to current times. It is designed to stress the formation and development of new nations and empires, and to lay emphasis on the economic revolutions up to World War II. Three credit hours.

Upper Division Courses

- 119. Renaissance and Humanism.** Climax of middle age achievements in fine arts, development of wealth, expansion of town life. Shifting patterns in government. Critical spirit and return to classical norms. Changes in education. Three credit hours.

124. **French Revolution.** Causes of the modern revolutionary spirit. Philosophes and bourgeois radicals. Constitutions and oppositions. Napoleon and Pitt. Three credit hours.
125. **Nineteenth Century Europe, 1800-1870.** A course designed to show the continuity of forces and ideas from Napoleon to the union of Nationalism and Imperialism. Three credit hours.
129. **Europe Since 1914.** War, exhaustion, renewed imperialism. National dictatorships, attempted world-wide alignments on ideological grounds. Economic chaos. New scientific attacks on religion. Universal war. Reconstruction efforts. A world divided. Three credit hours.
135. **English Constitutional History.** An examination of the ideas and human forces that gave the English people their special political character, the evolution of the national parliament, and English liberties. Three credit hours.
140. **History of American Political Parties.** Development of the party system. Factors specifying types of parties. Varieties of leadership. Programs. Three credit hours.
141. **The United States, 1763-1865.** The American Revolution. The Confederation and the Constitution. Washington, Hamilton, and the Federalists; Jefferson, Madison, and the Republicans; the era of Andrew Jackson; the slavery question; the Civil War. Three credit hours.
142. **The United States, 1865-19—.** The Problem of Reconstruction; westward expansion; the railroads; the developments in agriculture and industry; the rise of the cities; modern inventions and their influence on American life, culture, and society; the United States as a world power. Three credit hours.
143. **Formative Years of the Republic.** Thirteen colonies become a national state. Immigration. Western movement. Industry and agriculture. Education and political maturity. Three credit hours.
144. **Sectionalism, 1825-1861.** A presentation of opposing groups and interests; statesmen and constitutional discussion; rising industry in the North; widening western influence; the entrenched South; factors preventing unity; the clash of wealth and ideas. Three credit hours.
145. **Civil War and Reconstruction, 1861-1885.** The War. Healing war wounds. Railroad development. Western State growth. A "New South." Republican hegemony in national politics. Higher education. Immigration impacts. Rise of "Labor." Three credit hours.

- 148. Constitutional History of the United States.** The elements of constitutional thinking and action in colonial times. The making of the federal constitution. Amendments, interpretations. Changing attitudes due to new conditions of life and vagaries of ideology. Three credit hours.
- 149. The Catholic Church in the United States.** The origin, difficulties, expansion, consolidation, influence and progress of the Catholic life. Internal and external opposition. Catholic education, and complete participation in American life. Three credit hours.
- 150. The History of Ohio.** A course in the geography, early travels, Indian troubles, land companies, city and town beginnings, constitutional and political development, culture, education and social character of the state. Three credit hours.
- 151. Colonial Hispanic America, 1492-1810.** The colonial empire of Spain and Portugal in the Americas to the Wars of Liberation. A study of the backgrounds of Latin American civilization and culture, especially the administrative, economic, social, educational, and religious institutions. Two credit hours.
- 152. Republican Latin America, 1810-19—.** The history of the formation and development of the South American republics. Special emphasis is to be placed on foreign influences brought to bear upon the various states. Two credit hours.
- 161. History of Spain.** The history of Spain from prehistoric times to the present day. Emphasis is placed on cultural achievements. Three credit hours.
- 163. History of Germany Since 1815.** Beginning with the background of the French Revolution and Napoleon, a history of the political, economic, social and intellectual developments of modern and contemporary Germany. Particular stress will be laid on republican, Nazi, and postwar Germany, and on German contributions to western industrial and cultural development. Three credit hours.
- 166. History of Russia.** From Vladimir and Kiev to Stalin. Early contact with Byzantium. Mongol invasion. Rise of the Romanovs. Westernization conflicts with oriental tradition. Industrial Revolution. Social and political unrest. Scientific and cultural advances. Outbreak of the Red Revolution. Present position in the world. Three credit hours.
- 173. Foreign Relations of the United States, 1783-1865.** Dealings with European governments from independence to the Civil War. Foreign service. Formation of foreign policy. Politics and foreign policy. John Quincy Adams. William Henry Seward. Three credit hours.

177. **Contemporary Problems of World Peace.** Political, economic, social adjustment. The plans of the leading parties. Foci of difficulty, Forces urging harmony. New American seriousness over international responsibilities. Occupied territories. Treaty questions. Three credit hours.
181. **The Near East, 1683-19—.** Balkan and Asia Minor geography. Native unities. Turkish hegemony. Foreign interests. The move toward freedom. Powers limiting freedom. Culture and religion. Three credit hours.
182. **The Middle East Since 1683.** The geography of the area. Racial and national groupings. The Turkish Empire and its break-up to 1920. The political, social, and economic forces operating between two World Wars. The place of religion. Recent trends. Three credit hours.
183. **The Far East.** A study of China from ancient times in its setting of Pacific neighbors, and of its modern competitor, Japan. Early culture; European contact; Westernization; political tangles; current pressures; American interests. Three credit hours.
191. **Men and Ideas of the Nineteenth Century.** An intellectual and social comparison of the main currents of political and economic thought from 1800 to the present in Western Europe and the United States. The problems of an industrial and middle class society. The nature of middle class conservatism. The rise of Marxism and the triumph of modern liberalism. Three credit hours.
198. **Tutorial Course.** Special reading and directed study for advanced students for the writing of term papers and other major assignments. Two credit hours.
199. **Comprehensive Review.** Required of all majors in history. Prerequisite: Concurrent completion of major requirements. Two credit hours.

Mathematics (Mt)

The courses in Mathematics are intended to aid in the development of exact and rigorous methods of thought; to give the student the mathematical background and preparation necessary in every field of science and business.

1. **Intermediate Algebra.** Fundamental operations in arithmetic and algebra, equations, functions, graphs, ratios, rates, percentages, exponents, binomial theorem, quadratic equations, logarithms. Three credit hours.

2. **Mathematics of Finance.** Compound interest and discount, annuities, amortization and sinking funds, depreciation, bonds, life annuities, life insurance. Prerequisite: Mt 1 or Mt 4. Three credit hours.
4. **College Algebra.** Review of fundamental operations and principles; quadratic equations; systems of quadratics; variation; progressions, logarithms; permutations and combinations; probability; determinants; complex numbers; theory of equations; partial fractions. Three credit hours.
5. **Trigonometry.** Definitions of the trigonometric functions, their mutual relations; solution of right and oblique triangles; logarithms; trigonometric equations and identities; inverse functions; graphs of the functions; applications. Three credit hours.
7. **Analytic Geometry.** Rectangular coordinates, straight line, circle, the conic sections, transcendental curves, polar coordinates, parametric equations. Prerequisite: Mt 3 and 4. Two credit hours.
50. **Calculus and Geometry I.** The rate of change of function, derivatives of algebraic functions, applications, integration, applications in physics. Prerequisites: Mt 4, 5. Three credit hours.
51. **Calculus and Geometry II.** Conic sections, polar coordinates, transcendental functions, hyperbolic functions, methods of integration, applications in physics. Prerequisite: Mt 50. Three credit hours.
52. **Calculus and Geometry III.** Vectors and parametric equations, solid geometry and vectors, partial differentiation, multiple integrals. Prerequisite: Mt 51. Three credit hours.

Upper Division Courses

104. **Differential Equations.** Equations of the first and second orders, linear equations with constant coefficients, systems of ordinary equations. Three credit hours.
106. **Advanced Calculus.** Limits and continuity, vector treatment: of derivatives, functions of several variables, definite integrals, multiple and line integrals. Three credit hours.
108. **Differential Equations and Infinite Series.** Equations of the first and second orders, systems of equations, infinite series and sequences, convergence, power series. Three credit hours.
121. **Industrial Statistics I.** The purpose of this course is an understanding of the fundamental bases of statistics. Such topics as: presentation of data, mean and standard deviation, probability, the binomial, the Poisson, the normal, and the sample mean distributions, are studied. Problems in the course are related to industry. three credit hours.

- 122. Industrial Statistics II.** This course considers the simpler applications of the previous course to industrial processes. Such matter as quality-control charts and their characteristic curves are studied in detail. Acceptance sampling by attributes or variables, together with sequential analysis, is also discussed. Three credit hours.

Modern Languages

The courses in this department are in the French, German, and Spanish languages. The nature of the courses and their content are such as to secure the following sequence of objectives:

1. A mastery of grammar and syntax and an acquaintance with the elements of style as an immediate preparation for the study of literature. This objective will also include an ability to converse with correct pronunciation and natural inflexion.

2. A knowledge and appreciation of the literature of the language.

3. An acquaintance with the history and culture of the people from which the language comes.

Twelve credit hours of lower division work, or the equivalent, will be required as a prerequisite to upper division courses. Students who take upper division courses in the department of Modern Languages will be advised in the selection of courses by the director of the department.

FRENCH (Fr)

1. **Elementary French.** This course is intended primarily to aid the student in acquiring an ability to read the French language. For this purpose insistence will be placed upon extensive readings in simple French prose. About a third of the course time will be allotted to grammar study and grammar exercises. A thorough drill in pronunciation will be given, and the student's ear will be attuned to the spoken language by the frequent use of French recordings in prose, poetry, and song, both popular and folklore. Three credit hours.
2. **Elementary French.** A continuation of Fr 1. Three credit hours.
31. **Intermediate French.** Grammar and syntax with reading and composition as an introduction to upper division work. Prerequisite: Fr 1 and 2. Three credit hours.
32. **Intermediate French.** A continuation of Fr 31. Three credit hours.

Upper Division Courses

101. **Conversation and Composition.** An advanced course in syntax and composition. Three credit hours.
102. **Advanced Composition.** An advanced course in stylistics. A continuation of Fr 101. Three credit hours.

121. **Modern French Prose.** The study of novels and short stories by modern prose writers: Ereckmann-Chatrian, Bazin, Chateaubriand and others. Three credit hours.
124. **The Short Story.** The reading and study of representative short story writers. Three credit hours.
141. **Poetry of the Nineteenth Century.** Readings from Victor Hugo, Lamartine, Vigny, Mussett and others. Three credit hours.
151. **Drama.** A reading of dramas chosen from such authors as Corneille, Moliere, Racine and others. Three credit hours.
152. **Drama.** A continuation of Fr 151. Three credit hours.
161. **French Literature.** French literature from early times to the close of the reign of Louis XIV. Three credit hours.
162. **French Literature.** French literature in the seventeenth, eighteenth and nineteenth centuries. Three credit hours.
181. **Contemporary Catholic Writers.** The Catholic spirit in French literature, and the Catholic literary revival in France. Three credit hours.

GERMAN (Gr)

1. **Elementary German.** Pronunciation and grammar of the German language; written exercises, reading, dictation and conversation in German. Three credit hours.
2. **Elementary German.** A continuation of Gr 1. Three credit hours
31. **Intermediate German.** Grammar and syntax with reading and composition as an introduction to upper division work. Prerequisite: Gr 1 and 2. Three credit hours.
32. **Intermediate German.** A continuation of Gr 31. Prerequisite: Gr 31. Three credit hours.

Upper Division Courses

101. **Advanced Oral and Written Composition.** An advanced course in syntax and composition. Three credit hours.
102. **Advanced Composition.** An advanced course in stylistics. A continuation of Gr 101. Three credit hours.
160. **Schiller.** A study of the life and works of Schiller through lectures and selected readings. Three credit hours.

161. **Goethe.** Lectures and readings in Goethe's works, together with a study of his life and times. Three credit hours.
162. **Goethe's Faust.** A critical study of part I; assigned readings, reports and lectures on part II. Lectures and discussions in German. Three credit hours.
165. **Nineteenth Century German Literature.** Lectures and readings in the development of German literature from the beginning of romanticism through the rise of naturalism. Three credit hours.
166. **Nineteenth Century German Literature.** A continuation of Gr 165. Three credit hours.
171. **The Modern Drama.** A study of the principal trends in the drama of the period and of representative authors including Hauptmann, Hofmannsthal, Kaiser, Toller, and von Unruh. Three credit hours.

RUSSIAN (Ru)

1. **Elementary Russian.** Designed to develop facility in reading, writing and speaking simple Russian. Three credit hours.
2. **Elementary Russian.** A continuation of Ru 1. Three credit hours.
31. **Intermediate Russian.** Review of grammar with special emphasis on reading and conversation. Prerequisite: Ru 2 or the equivalent. Three credit hours.
32. **Intermediate Russian.** A continuation of Ru 31. Three credit hours.
105. **Advanced Readings and Conversation.** Three credit hours.

SPANISH (Sp)

1. **Elementary Spanish.** This course is designed to impart a firm foundation in the primary elements of the Spanish language in preparation for later studies of the literature of the language, and for eventual fluency in speech and commercial use. The basic elements, including vocabulary and syntax, will be stressed until mastered to an extent that more advanced study will be profitable. Three credit hours.
2. **Elementary Spanish.** A continuation of Sp 1. Three credit hours.
31. **Intermediate Spanish.** Grammar and syntax with reading and composition as an introduction to upper division work. Prerequisite: Sp 1 and 2. Three credit hours.
32. **Intermediate Spanish.** A continuation of Sp 31. Three credit hours.

Upper Division Courses

101. **Conversation and Composition.** An advanced course in syntax and composition. Three credit hours.
102. **Advanced Composition.** An advanced course in stylistics. A continuation of Sp 101. Three credit hours.
121. **The Spanish Novel of the Renaissance.** A study of the works of the leading novelists of the fifteenth and sixteenth centuries. Lectures and discussions in Spanish. Collateral readings. Three credit hours.
150. **Novela del Siglo de Oro.** The development of the novel during Spain's literary Golden Century, closing with Cervantes' *Don Quijote*. Lectures, readings and discussions. Collateral readings. Three credit hours.
152. **Cervantes.** The study of Spain's greatest literary figure; his life and work previous to *Don Quijote*. Lectures and readings. Three credit hours.
153. **Cervantes.** An analytical study of *Don Quijote*. A continuation of Sp 152. Three credit hours.
155. **Teatro del Siglo de Oro.** Lectures, readings and discussions on the leading plays and playwrights of Spain's brilliant XVI-XVII century. The Spanish stage; dramatic forms. Three credit hours.
163. **Nineteenth Century Drama.** The romantic theme predominates throughout the century in Spanish letters. Through the study of selected plays the student has the opportunity to become acquainted with the most prominent dramatists of the epoch. Three credit hours.
170. **Modern Short Story.** Lectures, readings and discussions on the best known contemporary short stories. Three credit hours.
172. **The Modern Novel.** The directed new nationalism of *la Generacion del '98* is studied by means of lectures, readings and discussions in the classroom. Three credit hours.
180. **Spanish Authors, I.** A survey of the leading figures in Spanish letters. Selected readings and discussions. Three credit hours.
181. **Spanish Authors, II.** A continuation of Sp 180. Three credit hours.

Philosophy (PI)

Any declaration of the general aim of the department of Philosophy would be to define philosophy itself. The student, however, may assure himself that a well-advised selection of courses and serious study will result in a recognition of the unity of knowledge and a helpful alignment of fields of study; acquaintance with the organization of mental life together with development and control of its various processes; a power of such constructive criticism as is reasonable, unbiased, and tolerant; a stimulation of talent for speculative and practical thought; illumination of the rational foundations of religion; an enlarged appreciation of the dignity of human nature, and a philosophy of life which conforms to the best traditions of Christian civilization.

Departmental requirements in philosophy follow:

- A. For all students working for *any degree*: PI 34, 100, 111, 131, 132, and either 105, 106, 107 or 133.
- B. For a major: PI 34, 100, 106, 111, 131, 132, 133, 161, 199, and either 105 or 107.

Majors in philosophy will come to a recognition of the unity of knowledge and of the nature of mental life and its processes. They will gain the power of reasonable criticism, a realization of the dignity of human nature, and an illumination of the rational foundation of religion.

- 34. **Logic.** Aristotelian logic. The science of clearness, correctness and order in the fundamental operation of the intellect; inductive reasoning, and the informal reasoning of everyday life and literature. Three credit hours.

Upper Division Courses

- 100. **Metaphysics.** The science of the first principles of being; the concept and modes of being; the transcendentals; theories of analogy, act and potency; the Aristotelian categories emphasizing substance and relation; the theory of efficient causality and of purpose. Three credit hours.
- 105. **Philosophy of Nature.** An historical study of the basic problems concerning metaphysics of matter; the continuum, quantity, mechanicism, space, place, motion, time and constitution of matter, a study of the hylomorphic theory in relation to modern scientific theories. Three credit hours.
- 106. **Natural Theology.** An inductive inquiry into the question of Infinite Reality culminating in the philosophy of Infinite Being; a purely rational study of the nature and properties of Infinite Being; and approach to religion in the light of reason. Three credit hours.
- 111. **Philosophical Psychology.** The specific attributes of man; origin of human knowledge; intellect, will, freedom, habits; the constitution of man; theories of the soul; the unity of man; person. Three credit hours.

- 130. General Ethics (Why Be Moral?).** The television presentation of Pl 131. Lectures twice weekly for 15 weeks over WCET. Two credit hours.
- 131. Principles of Ethics.** The science of the first principles of human goodness; the purpose of human life; the human act; morality and its essential norm; the general theory of law and rights; conscience; virtue. Three credit hours.
- 132. Personal and Social Ethics.** A philosophical exposition of the rights and duties of the individual on the basis of ethical norms; the origin and theories of society; the social, economic and political relationships of the individual. *Required of all degree students as Christian culture.* Prerequisite: Pl 131. Three credit hours.
- 133. History of Modern Philosophy.** This course will be a survey of modern philosophy, extending from the reformation period up to contemporary thinkers. An attempt will be made to show the dominant movement of thought during this period as a gradual substitution of the products of human thought for the intelligible reality given in nature. The metaphysical positions of several outstanding figures in this development will be studied in some detail, and the problems they raise will serve as the occasion for an examination of the traditional scholastic position. Students will be expected to develop their own notebooks in which they will record citations from the various philosophers as these seem pertinent to the principles developed in class, together with their own comments and applications of these principles. In the study of this development much attention will be given to developments in science and mathematics as these bear on the philosophical evolution. Three credit hours.
- 161. History of Medieval Philosophy.** A survey of philosophical thought from Augustine to the close of the fourteenth century. Cultural setting for intellectual controversies of the period together with problems and solutions offered by the Masters of the Middle Ages. Three credit hours.
- 197. Tutorial Course.** Special reading and directed study for advanced students for the writing of term papers and other major assignments. Two credit hours.
- 199. Comprehensive Review.** Required of all majors in philosophy. Prerequisite: Concurrent completion of major requirements. Two credit hours.

Psychology (Ps)

The Department of Psychology endeavors to acquaint students thoroughly with the content and methods of scientific psychology. While emphasizing the scientific approach in the understanding of human behavior and human personality, the psychology courses aim to show to the student that this branch of science is complementary to and compatible with a sound philosophy of human nature. In addition to the program leading to the Bachelor of Science in Psychology, the Department provides service courses to majors of other departments. The Bachelor of Science program in psychology aims to provide a general background for advanced studies in fields which presuppose understanding of human psychology such as clinical psychology, vocational and educational guidance, medicine, education, social work, and personnel work in business and industry.

Departmental requirements for a major are:

1. Completion of Ps 33 and 34 as an introduction to *upper division* work.
2. Twenty credit hours in *upper division* courses including Ps 101, 151, 152, 199.
33. **General Psychology I.** A study of facts and principles concerning human behavior. This course attempts to acquaint the student with the understanding of basic psychological processes such as sensation, perception, motivation, learning, psychological measurements and, personality development. Two credit hours.
34. **General Psychology II.** A continuation of Ps 33. Two credit hours.
41. **Educational Psychology.** Psychological principles applied to learning and teaching. Three credit hours.

Upper Division Courses

101. **Experimental Psychology.** Introduction to experimental methods in psychology; key statistical techniques, journal reading, and report writing. Experiments deal with visual processes, learning, transfer, problem solving, association, and attention. One hour lecture and four hours' laboratory per week. Prerequisites: Ps 33, 34. Three credit hours.
111. **Philosophical Psychology.** Cf. Pl 111, Page 79.
131. **Psychological and Achievement Tests.** A survey of commonly used group tests; testing procedures, and rationale underlying these tests; tests of intelligence, aptitude, achievement, interest, and personality critically examined; procedures described for selecting and evaluating specific group tests in these areas. One lecture and two laboratory periods per week. Two credit hours.
134. **Child Psychology.** The genetic study of growth and development; hereditary and environmental factors; early and later childhood to puberty. Special problems at various age levels. Two credit hours.

135. **Psychology of Adolescence.** Impulses, emotions, and attitudes of the adolescent boy and girl as individuals and in the sphere of social and religious ideals. Two credit hours.
136. **Abnormal Psychology.** Dynamics of a disturbed personality; symptoms, causes, and treatment of psychoneuroses, psychoses, and deviant personalities. Theoretical descriptions are illustrated through visual aid and field trips. Two credit hours.
138. **Statistical Techniques.** A study of basic statistics used in psychology and education, including sampling techniques, measures of central tendency, variability, and simple correlation. One lecture and two laboratory periods per week. Two credit hours.
142. **Mental Hygiene.** A study of the progressive stages of development in emotional growth. Factors of adjustment and maladjustment in education, social relations, and occupations. Two credit hours.
151. **History and Systems of Psychology I.** A study of modern scientific psychology including its various schools and their backgrounds. Reading in a broad field of psychological theory required. Two credit hours.
152. **History and Systems of Psychology II.** A continuation of Ps 151. The present status of experimental psychology, its apparatus, paraphernalia, methods. Suggestion, psychoanalysis, split personality theories, phobias, scruples, hypnosis, behaviorism, and Gestalt psychology. Two credit hours.
155. **Dynamic Psychology.** Critical appreciation of personality concepts and methodology of various psychotherapeutic schools. While special attention is given to Freud's contribution, other schools considered are Adlerian, Jungian, Rankian, Existential Therapy, and Client-Centered Therapy. Two credit hours.
156. **Problems of Delinquency.** This course will consider those factors which tend to be responsible for the high incidence of delinquency among juveniles. Particular emphasis will be focused on the normal growth pattern of children demonstrating the fact that anti-social behavior stems from needs which have been unmet. Consideration will be given to the problems of juveniles in the metropolitan Cincinnati area. Two credit hours.
158. **Social Psychology.** Social factors in the development of personality; interactions between the individual and the group. Two credit hours.
165. **Criminal Psychology I.** Study of psychological factors involved in criminal behavior, the kind of people who come in conflict with the

- law, and the conditions that contribute to crime. Consideration of the history and development of penology, parole, and probation and the role of Psychiatry, psychology, and social casework in rehabilitation. Discussion of the principles involved in law enforcement, institutional treatment, and correctional program. Two credit hours.
166. **Criminal Psychology II.** A continuation of Ps 165. Two credit hours.
169. **Industrial Psychology.** A review of the principles of sound psychological procedure as applied to personnel in commerce and industry. A correlated study of personnel management and industrial relations concerning both capital and labor. Concentration upon the human element in American industry. Prerequisite: Ps 33, 34. Two or three credit hours.
177. **Theories of Personality I.** Contributions of psychology to the study and understanding of human personality; meaning and application of different concepts in description of personality dynamics; an anthropological analysis of man; his basic emotions, their mutual relationships, and their meaning; sources of personality formation; evaluation of current personality theories. Two credit hours.
178. **Theories of Personality II.** A continuation of Ps 177. Two credit hours.
195. **Readings in Psychology.** The student undertakes a library research project which he performs with the assistance and under supervision of one staff member. He is to write a paper and pass an oral examination at the end of the semester. For seniors and graduate students only. Two credit hours.
199. **Senior Comprehensive Review.** Required of all majors in their senior year. An original research project may be substituted for this requirement upon approval of the Chairman of the Department. Prerequisite: Senior standing and instructor's approval. Two credit hours.

Science (Sc)

For purposes of convenience, biology and chemistry are included under this heading.

BIOLOGY (BI)

The courses in biology aim to assist in the liberal education of the student and to contribute to his cultural background. Lectures and demonstrations are intended to give him a knowledge of basic biological principles as well as training in careful, thoughtful, and independent observation and scientific analysis.

11. **The Biological World and Man.** This course is designed to give the student a better understanding and appreciation of the biological laws which apply to man and the living world around him. The subject matter includes such topics as the systems which compose the human body and their functions; the organization, life cycles, and economic importance of typical plants and animals; the embryological development of man, heredity, and organic evolution. The relationships of some of the above topics to philosophy. Although no formal laboratory work accompanies the course, the lectures are illustrated by use of motion pictures, biological models, and demonstrations of living materials at the Albers Biological Laboratory. Three credit hours.
12. **The Biological World and Man.** A continuation of Bl 11. Three credit hours.

CHEMISTRY (Ch)

The purpose of the courses in Chemistry is both cultural and professional. The general student is given an appreciation of the fundamental principles of the science; the major is offered training in laboratory technique and a progressive program covering the elements of inorganic, organic, analytic, and physical chemistry to acquaint him with the basic divisions of the science.

3. **General Inorganic Chemistry.** Experimental lectures combined with discussion of problems and laboratory work. Three lectures, two or four hours of laboratory per week. Four or five credit hours.
4. **General Inorganic Chemistry.** A continuation of Ch 3. Three lectures, two or four hours of laboratory per week. Four or five credit hours.
51. **Elementary Quantitative Analysis.** Theory and practice of analytical chemistry. Two lectures and four hours of laboratory per week. Four credit hours.
101. **Organic Chemistry.** Two lectures and two or four hours of laboratory work per week. Prerequisites: Ch 3 and 4. Three or four credit hours.
102. **Organic Chemistry.** A continuation of Ch 101 which is also prerequisite. Three or four credit hours.
116. **Intermediate Quantitative Analysis.** A continuation of Ch 51. Two lectures and four hours of laboratory per week. Prerequisite: Ch 51. Four credit hours.

Sociology (So)

The courses in the department of Sociology are planned to meet the need of intelligent interest in the social structure; to acquaint the student with the problems of the social order; to correlate in the student's mind the purposes and work of social agencies; to test proposed programs of reform and reconstruction in the light of science, philosophy, and religion; to prepare advanced students for graduate and professional study in the fields of sociology and social work.

So 31 and 32 and Ec 35 and 36 are introductory to *upper division* courses. Advanced students should lay their field of concentration in the departments of philosophy, psychology, economics, and sociology under the direction of the department of Sociology.

- 31. **Introduction to Sociology.** A comprehensive study of the science of sociology and its place among other sciences. This course will emphasize organic and sociological elements which have their roots in biology, anthropology, and psychology. Two credit hours.
- 32. **Introduction to Sociology.** A continuation of So 31. This course will cover some of the foundations and principles of sociology by analyzing the structure and function of society. Two credit hours.

Upper Division Courses

- 103. **Labor Economics.**
(Cf. page 56 for course description.)
- 125. **Marriage.** The nature and the social and religious function of the institution of marriage; effects of social forces; the form of marriage; preparation for marriage; marriage legislation; causes of success and failure; necessity of stability and of monogamy. Two credit hours.
- 126. **The Family.** The history, development, social needs, and normal standards of family life; problems of divorce and birth control in relation to family stability; the family, the state, and the Church. Two credit hours.
- 132. **Christian and Social Ethics.** A philosophical exposition of the rights and duties of the individual on the basis of ethical norms; the origin and theories of society; the social, economic and political relationships of the individual. Given as Pl 132. Prerequisite: Pl 131. *Required of all degree students as Christian culture.* Three credit hours.
- 156. **Problems of Delinquency.** This course will consider those factors which tend to be responsible for the high incidence of delinquency among juveniles. Particular emphasis will be focused on the normal

growth pattern of children, demonstrating the fact that anti-social behavior stems from needs which have been unmet. Consideration will be given to the problems of juveniles in the metropolitan Cincinnati area. Two credit hours.

- 158. Social Psychology.** Social factors in the development of personality; interactions between the individual and the group. Two credit hours.
- 160. Current Social Problems.** This course enables the student to obtain a fundamental grasp of the principles which are common to the various social problems confronting our civilization. Some of the generic factors considered are the breakdown in moral control, the lack of respect for discipline, the theory that work is something to be avoided, and the notion that recreation is to be equated with dissipation. During the course the problems considered such as delinquency, crime, educational difficulties, and mental illness, are traced to a combination of these factors. Two credit hours.
- 170. Catholic Thought on Contemporary Social Problems.** Secularized education and its social consequences. Communism, racism, industrial unrest, and population optimum, both quantitative and qualitative. Two credit hours.
- 195. Rebuilding the Social Order.** Genesis and evolution of Christian social theory; economic institutions; property, ownership, wage-contracts, labor unions, occupational groups as set forth in papal pronouncements; socio-economic theory of wages; hierarchy of social institution in the framework of a Christian society; corporation; role of religion and morality in social reconstruction. Two credit hours.

Theology and Christian Culture

To attempt to educate the youth of our land intellectually only, without any regard for his moral and religious training, is to neglect the most essential part of his education. Without solid moral and religious training no person can live an acceptable life, either as an individual or as a member of society. Appalled by the nation-wide lawlessness and disrespect for authority, civic leaders and educators are finally convinced that the present system of public education is a failure because it excludes religious training from the school curriculum.

It should be noted that the problem of morality affects the non-Catholic as well as the Catholic. Consequently, every person should be able to prove not only the existence of God, but also the existence of a moral law which binds him to do what is right and to avoid what is wrong.

Moreover, intelligent men and women should know the answers to such questions as: Is one religion as good as another? Is Christian revelation in conflict with science or human reason? Does man need and does he receive help from God? What is the rational and Christian solution to the present day problems of war, euthanasia, sterilization, sex, social justice? What is the rational and Christian attitude toward marriage, divorce, birth-control?

Answers to these and kindred questions will be given and discussed in the courses listed below. Fair-minded seekers-for-truth, Catholic and non-Catholic, will find in these courses sound doctrinal reasoning and its practical application for a better moral, social, and economic structure.

THEOLOGY (Th)

40. **Christ in the Gospels.** A study of the individual histories of the life of Christ in the four Gospels: their background, interpretation, credibility, and inspiration. The life of Christ is then studied as an organic whole, with special emphasis on Christ as Prophet, revealing Himself as the Divine Messiah, and as King, endowed with Divine authority and power, which He communicated to His Church. Two credit hours.
41. **Christ, Our Redeemer.** The priesthood and sacrifice of Christ, studied in the Passion and the Holy Sacrifice of the Mass. A doctrinal study of the redemption and the resurrection of humanity in Christ, its Head, out of the death of sin into which Adam's disobedience had plunged it. Two credit hours.
42. **Christ in His Church.** A study of the Mystical Body of Christ, His Church, as seen in the Acts of the Apostles and in the Epistles of St. Paul: considering both the external and internal life of the Church, dogmatic development as well as the hierarchical structure of the Church. Two credit hours.
43. **Christ in the Christian Soul.** A more thorough consideration of the life and power of Christ as they exist in the individual lives of the members of the Mystical Body: the application and function of faith, justification, the life of grace, the theological and moral virtues, in relationship to the perfection of the individual. Two credit hours.

CHRISTIAN CULTURE

All candidates for a degree must have completed four of the courses listed below.

- Ec 189. Christian Theory of Economics.** Two credit hours. (Cf. page 58 for course description.)
- Ec 195. Rebuilding the Social Order.** Two credit hours. (Cf. page 58 course description.)
- En 137a. World Literature.** Two credit hours. (Cf. page 65 for course description.)
- En 137b. World Literature.** Two credit hours. (Cf. page 65 for course description.)

- En 138. Old Testament.** Two credit hours. (Cf. page 65 for course description.)
- En 188. Catholic Literature.** Three credit hours. (Cf. page 66 for course description.)
- En 189. Catholic Literature.** Three credit hours. (Cf. page 66 for course description.)
- En 190. Newman.** Two credit hours. (Cf. page 66 for course description.)
- En 192. Chesterton.** Two credit hours. (Cf. page 67 for course description.)
- En 193. The Catholic Novel.** Three credit hours. (Cf. page 67 for course description.)
- Hs 119. Renaissance and Humanism.** Three credit hours. (Cf. page 70 for course description.)
- Hs 149. The Catholic Church in the United States.** Three credit hours. (Cf. page 72 for course description.)
- Pl 106. Natural Theology.** Two credit hours. (Cf. page 79 for course description.)
- Pl 132. Christian and Social Ethics.** Two credit hours. (Cf. page 80 for course description.)
- So 125. Marriage.** Two credit hours. (Cf. page 85 for course description.)
- So 126. The Family.** Two credit hours. (Cf. page 85 for course description.)
- So 195. Rebuilding the Social Order.** Two credit hours. (Cf. page 86 for course description.)



*No course in any department will
be given unless a sufficient number
of students apply.*

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The Creighton University, Omaha 2

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St. Peter's College, Jersey City 2

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University of Scranton, Scranton 3

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Seattle University, Seattle 2

WEST VIRGINIA

Wheeling College, Wheeling

WISCONSIN

Marquette University, Milwaukee 3

